NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

February 5, 2016
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – January 8, 2016
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

A. **Update on 2016 Legislative Session**
Sponsor: Anthony J. Mortillaro, Executive Director and Scott Scanland, New Mexico Government Affairs
(No staff report)

ACTION ITEMS:

B. **Presentation of FY2015 Comprehensive Annual Financial Report with Auditor's Opinion**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.
Attachment will be disbursed at the meeting

C. **Discussion and Consideration of Resolution No. 2016-06 Adopting Amended and Restated By Laws**
Sponsor: Anthony J. Mortillaro, Executive Director and Peter Dwyer, Legal Counsel.
Attachment.

D. **A Discussion and Consideration of the Amended NCRTD Social Media Policy and Resolution No. 2016-07**
Sponsor: Anthony J. Mortillaro, Executive Director and Jim Nagle, Public Information Officer
Attachment.

E. **Discussion and Consideration of Approval of Award of Bid Construction- ADA-Compliance of Bus Stops**
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager.
Attachment.

F. **Discussion of the FY2016 Mid-Year Financial Summary Report**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director
Attachment.

G. **Discussion of Investment of District Funds Summary**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.
Attachment.

DISCUSSION ITEMS:

H. **Financial Report November 2015:**
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.
Attachment.

I. **Finance Subcommittee Report:**
Sponsor: Chair Pete Sheehey and Anthony J. Mortillaro, Executive Director.
Minutes from January 22, 2016, will be sent prior to meeting.

J. **Tribal Subcommittee Report:**
Sponsor: Anthony J. Mortillaro, Executive Director.
None

K. **Executive Report and Comments from the Executive Director:**
1.) **Executive Report for January 2015**
2.) **Performance Measures for December 2015**
3.) **Ridership Report for December 2015**

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: March 4, 2016 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, January 8, 2016
Santa Fe Community Convention Center
Santa Fe, New Mexico
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Daniel Barrone, Chair, at 9:35 a.m. at the Santa Fe Community Convention Center, Santa Fe, New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Ms. Trujillo called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County	Absent	
Taos County	*Commissioner Jim Fambro*	
Town of Taos	*Mayor Daniel Barrone*	
Santa Fe County	*Commissioner Miguel Chávez*	
Nambé Pueblo	Absent	
Ohkay Owingeh	Absent	
Pojoaque Pueblo	*Councilman James Rivera*	*Anna Sanchez*
Santa Clara Pueblo	Absent	

City of Santa Fe	*Councilor Patti Bushee (telephonically)*	*Mr. Jon Bulthuis*
San Ildefonso Pueblo		*Ms. Lillian Garcia* (*telephonically*)
Tesuque Pueblo	*Fmr Gov Charles Dorame*	
City of Española	Absent	
Town of Edgewood	Absent	
Rio Metro (ex officio)	Absent	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Stacey McGuire, Planning, Projects and Grants Manager
Mr. Jim Nagle, Public Information Officer
Mr. Troy Bingham, Finance Director
Ms. Jackie Trujillo, Executive Assistant
Mr. Mike Kelly, Operations Director

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ray Matthews, Santa Fe County
Mrs. Tessa Jo Mascareñas, Santa Fe County

4. INTRODUCTIONS

Those present introduced themselves to the group.

5. APPROVAL OF AGENDA

Chair Barrone announced that Item A, presentation of the CAFR, is removed from the agenda.

Commissioner Chávez moved to approve the Agenda as amended with Item A removed. Commissioner Fambro seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none voting against.

Commissioner Chávez asked when the CAFR will be presented to the Board.

Mr. Bingham said it would probably be approved for public review next week so it could be acted on at the February Board meeting.

6. APPROVAL OF MINUTES – December 4, 2015

Councilor Sheehey requested a correction on the list of people who attended the meeting. Philo Shelton should have been listed as the alternate in attendance.

Councilor Sheehey moved to approve the minutes of December 4, 2015 as amended. Mr. Bulthuis seconded the motion and it passed by majority (6-0) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Town of Taos voting in favor; Taos County and Tesuque Pueblo abstaining and none against.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:

There were no presentation items.

ACTION ITEMS:

A. Presentation of FY 2015 Comprehensive Annual Financial Report with Auditor's Opinions

This item was removed from the agenda under Approval of Agenda.

B. Re-adoption to correct Resolution 2015-31 from the December 4, 2015 Board Meeting to Resolution 2015-33 Open Meeting Act for 2016

Mr. Mortillaro explained why it needed to be corrected.

Chair Barrone moved to approve Resolution 2015-33, Open Meeting Act for 2016. Commissioner Chávez seconded the motion and it passed by majority (7-0) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, and Town of Taos voting in favor and Tesuque Pueblo abstaining and none against.

C. Resolution 2016-01 establishing the NCRTD's 2016 Legislative Agenda

Mr. Mortillaro presented the 2016 legislative agenda. The District will be supporting the NMTA bill for creation of transit funding. They proposed it last time and it was adopted on the agenda this year also.

On the federal agenda, a new multi-year transportation act is being introduced this year. There is funding for it but he was not sure all of it is legitimate funding.

The requests this year are for capital outlay for fleet vehicles and for the maintenance facility. The requests have to be on the ICIP in order to be considered for funding. He is now looking for sponsors. The RTD has been successful in the past few years for bus acquisition.

Commissioner Chávez asked if there will be a day at the legislature this year.

Mr. Mortillaro said Transit Day at the Capitol is done with Rio Metro and all NMTA members are invited to participate. The District is also a sponsor for the Santa Fé Chamber of Commerce legislative reception and, along with the Railrunner and Santa Fé Trails, sponsor a table at it.

Commissioner Fambro asked when Transit Day is.

Mr. Nagle said he would get the date and get it to him.

Councilman Rivera asked who the lobbyist is.

Mr. Mortillaro said it is J D Bullington for the New Mexico Transit Association and Scott Scanland for the NCRTD.

Councilman Rivera asked if the funding from GRT comes directly to NCRTD.

Mr. Mortillaro agreed.

Councilman Rivera said he would like to see the ICIP to see what the request looks like.

Mr. Mortillaro said the capital request was just sent in this year. It has $524,000 for replacement of fleet vehicles and the maintenance facility request is about $530,000. He would email those details to Councilman Rivera. Normally, what the District has done for contributions such as last year was $117,000. That either allows the District to purchase a bus or to use them as matching funds for acquisitions.

Councilman Rivera asked what the request amount last year was.

Mr. Mortillaro said it was very similar last year. We ask for as much as they need in order to get something.

Gov. Dorame had a concern with the legislature transferring money from one agency to another. He pointed out that the tribes get impacted with money in legislation. It happened last year when money allocated to TIF was transferred to the Water Trust Board. This is just one example.

Councilor Sheehey supported the legislation priorities and the need for stable funding at state and federal levels. Legislators have been unwilling to concede but some have considered but not pushed at the state and federal level for an increase in the gasoline tax. The gasoline tax does support what we do but that money has been the same for many years. An increase in gas tax is appropriate for a stable funding. He clarified that he was not pushing to say that in the District's agenda this year but next year we may want to take it up. As an individual, his opinion is that the gas tax should increase proportionate to inflation.

He said he makes sure that he says that NCRTD and Los Alamos County continue supporting stable funding for transit and roads. Any tax increase is controversial but this has worked in the past and should for the future.

Commissioner Chávez noted that the Santa Fe City Council has made an effort for an increase for the city through gas tax. He thought it would be appropriate to raise the issue for this session. One of our senators might be willing to start that discussion.

Secondly, on the list or priorities, one that jumped out for him was to oppose any decrease of GRT for the NCRTD.

Mr. Mortillaro said that is the hold harmless part.

Commissioner Chávez asked what $500,000 would cover in the maintenance facility costs.

Mr. Mortillaro said it would just cover the final design costs. The construction would cost about $6.1 million.

Ms. McGuire added one caveat. That was the price in 2013 so it might be some increase from then.

Commissioner Chávez thought the industry standards might jump up too.

Ms. McGuire estimated the cost might be $6.8 million to $7.5 million now.

Mr. Mortillaro said the District has applied for federal Tiger funds for several years and eventually that will have to be discussed by the Board if we can get the GRT sunset lifted. Then we could go after bond funding long term. We can't issue bonds until the sunset is lifted. We need to assess the public's willingness to lift the sunset. Until we get that voter data, we are not pursuing it. The District is working on contracting with pollsters to determine public response. We might have to do a lot more educating first.

Councilman Rivera said the potential of increasing state budgets and the road fund for New Mexico through increases in gas tax has always been talked about but never pursued enough to take action. We and other transit agencies have an impact with ridership to take cars off the road.

Councilor Bushee joined on the bridge at 10:05.

Councilman Rivera said we need to show the numbers from when we first started and how ridership has increased. Our presentation would justify the need because no one has taken action.

Mr. Mortillaro said the District was on the bill last year for severance funding and also for transportation funding. It had a mandate to include a 3% carve out for public transit and it mentioned the RTDs. It would raise gas taxes to fund the legislation. Philosophically it was opposed for how transportation is done in New Mexico, either raise taxes or severance bond funding. He wasn't sure the Legislature would agree on a method for funding.

Councilor Sheehey suggested each of us approach our legislators and individually express support for an increase in gas tax. Then we can begin to build a consensus for the tax. In advocating for an increase, this year will not change but we can begin to get our legislators to see it as a good approach. Then next year, we can get a bigger number and perhaps get it done.

Mr. Bulthuis thanked Mr. Mortillaro as President of the New Mexico Transit Association. The lobbyists and others have guided us to keep the issue alive without choosing the funding method yet. He agreed we have to reach out to them to meet the need. It can result in a bipartisan agreement that we need to do something. It is always useful to let them know it isn't just roads but also transit that needs support. Whatever the carve out is 3% or 5% is a boon to transit in New Mexico. We have a meeting coming up later in January and it might be helpful to have Mr. Mortillaro on the agenda to address this issue and get some legislation passed for additional funding.

Mr. Bulthuis departed as Councilor Bushee was now the voting member for City of Santa Fe at 10:13.

Commissioner Chávez wondered if the New Mexico Municipal League and Association of Counties could be engaged for it also. That is where the nonpartisan component comes in and focuses on the statewide need.

Commissioner Chávez supported the two top priorities: fleet replacement and formal design of the Maintenance Facility and the GRT piece to make sure nothing will impact operations on that side.

Mr. Mortillaro asked the Board to approve the entire list.

Commissioner Chávez moved to approve Resolution 2016-01 establishing the NCRTD's 2016 Legislative Agenda. Councilor Sheehey seconded the motion and it passed by unanimous (8-0) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

Gov. Dorame asked if we can get Scott Scanland at the next meeting.

Mr. Mortillaro agreed.

D. Resolution No. 2016-02 Annual Inventory Certification

Mr. Bingham said this specific resolution provides the full inventory although not all of it is funded by state funds. Page 3 has those. There are only two buses that were purchased by state outlay.

There were no questions from the Board.

Commissioner Fambro moved to approve Resolution No. 2016-02 Annual Inventory Certification. Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

E. Resolution 2016-03 Amending Resolution 2015-27 Providing for Adoption of Fare-Free Weekday Non-premium Fixed Route and Flex Paratransit (Up to 3/4th of a Mile from a Fixed Route) and for Premium Fare Service Parameters

Mr. Mortillaro explained the service.

Commissioner Fambro moved to approve Resolution 2016-03 Amending Resolution 2015-27 Providing for Adoption of Fare-Free Weekday Non-premium Fixed Route and Flex Paratransit (Up to 3/4th of a Mile from a Fixed Route) and for Premium Fare Service Parameters. Commissioner Chávez seconded the motion.

Councilor Sheehey asked if the District is able to do this because it is a local service so the District is able to spend 5311 funds.

Mr. Mortillaro said it is because it is a project that has received 5311 funds but the state has decided that any fare collected would be deducted from a 5311 allocation dollar for dollar.

Councilor Sheehey asked if that is a state policy decision.

Mr. Mortillaro said he would do more research on that.

Councilor Sheehey understood the need to build up rural transit. In this situation, a lot of people are happy about it. In searching for other revenues, this is strange not to help us. We need to pursue that further.

Commissioner Chávez asked, even though this mechanism would result in a decrease dollar for dollar, whether the Taos Ski Valley is helping to subsidize the costs of this service.

Mr. Mortillaro said not the Ski Valley but the Village is helping. He explained that those funds are not reduced by the 5311 funds because it is not fare revenue. It goes into the costs associated with that route cost.

The motion to approve the resolution passed by unanimous (8-0) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

F. Discussion and Consideration of Resolution 2016-04 - Which Incorporates and Supersedes Resolution 2009-13 By Defining Standard and Practices for the Implementation of New Service Routes, Service Change Prioritization, Bus Stop Location Selection Criteria, and Route Service Level Designation

Ms. McGuire clarified that this resolution did not get approved at the last meeting because a quorum was lost. She explained that frequently new routes are requested or changes to a route are requested. Staff seeks Board direction in these issues and the plan in this resolution describes the modifications to the service schedule, criteria for stops and route service designations. The objective is to be consistent and have everything in black and white and also be cost effective in accomplishing the District mission. And there is also an overarching concern to comply with federal and state guidelines.

This request for service changes are brought to the Board in writing and the Board directs Staff how to follow up, usually with a needs assessment to be sure that everything is fully assessed so it can be a good decision. We also consider them in light of the 5-year service plan and recently adopted Long Range Plan with the bigger picture and how to move into the future.

Individual requests are received separately from that. The request from Jicarilla Apache was made right after adoption of the 5-year plan and we seek how to incorporate that into the plan and how to best approach other requests like that.

Regarding the bus stops criteria, we have to be mindful of our NMDOT agreement. We give our transit perspective and DOT gives their safety perspective. The stops must be ADA compliant and provide connectivity of routes. The District is growing and system modifications need to be considered in the context of existing service and route designations.

Commissioner Fambro pointed out that the Taos Express meshes with Road Runner to Albuquerque Sunport.

Commissioner Chávez asked if a feature is related to the fare level.

Ms. McGuire said no. A route could be express without a fare or with a fare. The Taos Express does have a fare. But express relates to number of stops used in the route. It is almost about speed of the route.

Staff recommends the new and modified service that they be evaluated and implemented on an operational feasibility by assessing safety and ADA concerns and interconnectivity with other forms of transportation. We are also looking for community support for them. It is also about costs; whether it can be incorporated into the existing budget and identifying viable funding sources. We are looking to diversify

our funding base and the overall need must be assessed.

Service changes must be prioritized and reviewed in light of the District's 5-year and LRP. The RTD has done a lot of growing and is now pulling together different requests to maximize ridership.

Staff recommends the various service levels in these three categories.

Commissioner Chávez asked how Ms. McGuire arrived at that matrix of 50-80% for limited routes, for instance.

Ms. McGuire said she used the federal guidelines. It is a work in progress right now but is a good step for the District as it grows. We have not reached the federal threshold for those standards yet.

Commissioner Chávez commented that some of this has been trial and error but it also takes direction from ridership like the two temporary routes that were pulled back when adequate numbers were not there. We can track these things as we go forward and consider future expansion or changes.

Ms. McGuire agreed. We are trying to outline it as best we can in order to maximize ridership. To meet the demand on ski shuttle bus, a second bus is used so we would not leave people behind or as few as possible.

She went through some highlights on the changes that are shown in the packet. Page 31 is the resolution and the changes start on page 32. She read some of them to the Board.

Commissioner Chávez moved to approve Resolution 2016-04 - Which Incorporates and Supersedes Resolution 2009-13 By Defining Standard and Practices for the Implementation of New Service Routes, Service Change Prioritization, Bus Stop Location Selection Criteria, and Route Service Level Designation. Chair Barrone seconded the motion and it passed by unanimous (8) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

G. Follow up Discussion on the Six-Month Assessment of System-wide Route Modifications and Final Consideration of Resolution No. 2016-05 Adopting System Modifications

Mr. Mortillaro reminded the Board that this item was previously presented and the Board requested a public hearing on it for two of the routes.

Ms. McGuire reported that public meetings were held. One was held at the Legal Conference Room at Santa Fé County Administration Building with one individual present from Madrid who gave support. He is not a rider but wanted to make sure it was not negatively impacted for the service. Ray Matthews also attended. Four people responded on the web site regarding Golden but did not object to the proposal. Another was positive to Madrid service. Last week we got a comment related to Edgewood mid-day service

who did support the mid-day service but uses only the morning and night service.

Page 36 listed the entire 13 changes made in October. Staff recommended that the Turquoise Trail and Wednesday extension to Golden be eliminated. It was well advertised. Staff also recommended the elimination of midday to Edgewood Eldorado and Golden. She described the savings and went over the budget changes.

Commissioner Chávez thanked Staff. It was educational and worthwhile. Adjusting the routes to meet actual need is important. There might be some misunderstanding but the District tried and some didn't work. However, overall, it was a good exercise.

Commissioner Chávez moved to approve Resolution No. 2016-05 Adopting System Modifications as presented/Commissioner Fambro seconded the motion.

Ms. McGuire noted a correction on page 36 where the resolution number should be 2016-05.

Commissioner Chávez said it should also be corrected on page 38.

The motion to approve passed by unanimous (8) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

H. Sustainability Plan FY 15 Goals and Metrics Annual Report

Mr. Kelly gave the details of the goals and achievements of the District for FY 15. Achievements included exploration of propane injection for cost savings and reduction of CO_2, qualifying for Energy Star benefits. (83%), and recycling by using the Los Alamos recycling program. He read aloud the entire section on pages 41-42.

Councilor Bushee asked about CFL or LED lighting.

Mr. Kelly said they haven't explored that yet, but in the Energy Star program, they will be looking into it.

Councilor Sheehey noted that right now, natural gas and LP gas are at a very low price but world prices can fluctuate rapidly. In the long run, we may see the price go up. All alternative fuels do have the desired effect of reduction of CO_2 and cleaner burning than other pollutants so the cost to the environment will continue to be enhanced. They all have benefits. They are more efficiently burned and the technology will continue to progress in the next few years and markets will stabilize. So it helps the environment and also the economy.

Commissioner Fambro moved to accept the Sustainability Plan FY 15 Goals and Metrics Annual Report as presented. Commissioner Chávez seconded the motion and it passed by unanimous (8) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San

Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

M. CLOSED SESSION

Chair Barrone asked to amend the agenda to go into closed session.

Commissioner Chávez moved to amend the agenda to go into executive session. Councilor Sheehey seconded the motion and it passed by unanimous (8) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, Town of Taos and Tesuque Pueblo voting in favor and none against.

At 11:17, the Board went into executive session.

At 11:57, the Board ended the executive session.

Commissioner Fambro moved to come out of executive session and return to open session. Commissioner Chávez seconded the motion and it passed by unanimous voice vote.

Mr. Dwyer said that during the executive session, no actions were taken and it was a waiver of the attorney-client privilege and proposed to allow the attorney to proceed with a special use permit.

Commissioner Chávez moved to authorize the attorney to work for a solution for a special use permit. Councilor Bushee seconded the motion and it passed by majority (7-1) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, and Town of Taos voting in favor and Tesuque Pueblo voting against.

DISCUSSION ITEMS:

I. Financial Report November for 2015

J. Finance Subcommittee Report

K. Tribal Subcommittee Report

L. Executive Report and Comments from the Executive Director

1. Executive Report for December 2015

2. **Performance Measures for November 2015**
3. **Ridership Report for November 2015**

Because of the weather conditions, these discussion items were not discussed.

MATTERS FROM THE BOARD

Councilor Bushee moved to authorize the Chair to attend the APTA Legislative Conference in Washington, DC, on March 13-15, 2016. Commissioner Chávez seconded the motion and it passed by unanimous (7) roll call vote with Los Alamos County, Pojoaque Pueblo, City of Santa Fe, Santa Fe County, San Ildefonso Pueblo, Taos County, and Tesuque Pueblo voting in favor, Town of Taos abstaining, and none voting against.

MISCELLANEOUS

There were no miscellaneous matters.

ADJOURN

Commissioner Chávez moved to adjourn the meeting. Councilor Bushee seconded the motion and it passed by unanimous voice vote.

The meeting was adjourned at 12:01 p.m.

Approved by:

_____
Daniel R. Barrone, Chair

Attest:

_____
Dennis Tim Salazar, Secretary

Submitted by:

_____
Carl Boaz for Carl G. Boaz, Inc.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 5, 2016

Agenda Item - C

Title: Discussion and Consideration of Resolution No. 2016-06 Adopting Amended and Restated By Laws

Prepared By: Anthony J. Mortillaro, Executive Director and Peter Dwyer, Legal Counsel

Summary: The proposed resolution amends the existing By Laws that were amended on January 12, 2007. The Finance Subcommittee discussed the proposed amendments at their January 22, 2016 meeting and have recommended that the Board consider the draft By Laws.

Background: In 2004 when the District was created an initial set of By Laws were created and adopted by the Board of Directors. These initial By Laws were then amended and approved by the Board of Directors on January 12, 2007. Over the years there have concerns about the duplicative nature of these By Laws as they relate to the Intergovernmental Contract (IGC) and in some instances the lack of clarity. Furthermore, a signed copy of the By Laws has not been able to be located nor has a resolution adopted by the Board authorizing the amended By Laws been located. However, in checking the minutes from the meeting the Board did officially act to make the changes discussed at the January 12, 2007 meeting. Therefore, staff and Legal Counsel felt it was a good opportunity to discuss with the Board some suggested changes to the By Laws in order to provide further clarity, less ambiguity and elimination of any duplication with the IGC as well as having a signed set of By Laws adopted by Board Resolution.

Recommended Action: It is recommended that the Board adopt Resolution No. 2016-06.

Options/Alternatives:

- Take no action (not recommended); or
- Adopt the resolution, (recommended); or
- Provide further clarification for proposed amendments and bring the item back to the Board at a future meeting.

Fiscal Impact: None.

Attachments:
Resolution 2016-06
Amended and Restated By Laws

North Central Regional Transit District (NCRTD)

Resolution 2016-06

A RESOLUTION TO ADOPT AMENDED AND RESTATED BY LAWS OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)

WHEREAS, the NCRTD was created through legislative enactment of the regional Transit District Act, NMSA 1978, Section 73-25-1 et seq. ; and,

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and,

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation Commission on September 14, 2004; and,

WHEREAS, the Board adopted initial By Laws in 2004 upon its creation; and,

WHEREAS, those initial By Laws were amended on January 12, 2007; and,

WHEREAS, the 2007 Bylaws no longer reflect the current practices of the Board; and

WHEREAS, in order to maintain an effective and efficient regional transit system that cooperatively and equitably serves North Central New Mexico, the District has undertaken a review of the By Laws and determined that the amendments provide necessary clarification and eliminates duplication with the Intergovernmental Contract.

NOW THEREFORE BE IT RESOLVED BY THE NCRTD THAT THE BOARD OF DIRECTORS APPROVES THE AMENDED AND RESTATED BYLAWS OF THE NCRTD.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 5th DAY OF FEBRUARY 2016.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

North Central
Regional Transit District

Board of Directors
Bylaws
Amended
Approved by the NCRTD Board
~~January 12, 2007~~
Draft 1/14/16~~3/16/11~~

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NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BYLAWS

Defined Terms. All terms capitalized herein for other than grammatical purposes shall have the defintions given to them in the Regional Transit District Act, **NMSA 1978, Section 73-25-1 et seq.** (hereinafter, "the Act"), the Intergovernmental Contract and these Bylaws.

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ARTICLE I
NAME

The name of this transit district is the North Central Regional Transit District (hereinafter, "the District" or the "NCRTD"). The District is also frequently referred to as "The Blue Bus." The term "Board" shall mean the Board of Directors of the NCRTD as set forth in the Act, the Intergovernmental Contract and these Bylaws.

ARTICLE II
PURPOSE

The District, ~~being~~ is a governmental entity~~, a multimodal public transit district~~ formed pursuant to the Act, ~~**NMSA 1978 Chapter73, Article 25 (2003)** (hereinafter, "the Act"), recognizes as its~~ The purpose~~s of the the development, operation, management, and improvement of transportation systems serving residents in the North Central New Mexico Region~~NCRTD are as follows:~~.~~

2.01. serve the public by providing for the creation of regional networks of safe and efficient public transit services;

2.02. allow multijurisdictional public transit systems to reduce the congestion of single-occupant motor vehicle traffic by providing transportation options for residents;

2.03. decrease automobile accidents by reducing traffic congestion on freeways and streets;

2.04. reduce noise and air pollution produced by motor vehicles;

2.05. prolong and extend the life of New Mexico's existing roadways by easing the traffic burden;

2.06. provide residents with a choice of transportation alternatives so that seniors, youth, low-income and mobility-impaired residents and others unable to drive or afford motor vehicles continue to have full access to the goods, services, jobs and activities of the community;

2.07. improve the New Mexico economy by increasing workforce and citizen access to education and higher paying jobs; and

2.08. prolong and extend petroleum resources.

In addition to these express purposes the NCRTD may from time to time set forth its explicit and current purposes in the form of a Mission Statement, a Vision Statement a Long Range Strategic Plan, a Short Range Service Plan, and by duly adopted resolutions of the NCRTD Board of Directors.

ARTICLE III
SUPREMACY OF ESTABLISHING DOCUMENTS

The District shall be operated according to the provisions of the Act and other applicable laws of the State of New Mexico~~as amended~~, the Intergovernmental Contract (hereinafter the "Contract"), these Bylaws, ~~and such other applicable laws of the State of New Mexico (hereinafter, the "State")~~. In the event of a conflict, the statutes shall govern, followed by the Contract, then the Bylaws. Nothing herein shall be deemed a violation of any law or agreement by and with the United States government and, notwithstanding the status of the NCRTD as a subdivision of the State of New Mexico, the NCRTD recognizes its legal and contractual commitments to the federal government and that all federal requirements shall be in addition to the requirements of the State of New Mexico.

ARTICLE IV
POWERS OF THE DISTRICT

Section 4.01. **Corporate Entity**. The District is a body politic and corporate which is exempt from taxation under the Act. The District shall have perpetual existence, except as otherwise provided in the Intergovernmental Contract or otherwise prescribed by law. The District as a corporation has the power to sue and be sued but all suits not involving traffic or toll violations shall be initiated by the Board. All powers, privileges and duties vested in or imposed upon the District shall be exercised and performed by the Board if not expressly delegated by the Board. All members of the Board in good standing shall have the right to participate in the discussion of, and vote upon, Board matters in which they have no conflict of interest but non-elected Board members are prohibited from voting on land purchase and sales, and the issuance of bonds.

Section 4.02 **Non-Delegable Powers**. The Board may not delegate the following powers of the Board:

(a) adoption of board policies and procedures; and

(b) ratification of acquisition of land by negotiated sale (by vote of elected officials only); and

(c) initiation or continuation of legal action, not involving traffic or toll violations; and

(d) establishment of policies regarding fees, tolls, rates or charges; and

(e) approval of significant route or schedule changes affecting more than twenty-five percent of a regional transit system; and

(f) issuance of bonds (by vote of elected officials only); and

(g) adoption of bylaws; and

(h) fixing the time and place of meetings and the method of providing notice of the meetings;

(i) making and passing resolutions necessary for the government and management of the affairs of the District and the execution of the powers vested in the District; and

(j) adopting and using a seal; and

(k) maintaining offices at such places as the board may designate; and

(m) prescribing, by way of its own procurement code and policies and in accordance with the Procurement Code (NMSA 1978 Section 13-1-28 et seq.) methods for auditing and allowing or rejecting claims and demands for:

(1) the awarding of contracts for the construction of improvements, works or structures;

(2) the acquisition of equipment; or

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(3) the performance or furnishing of labor, materials or supplies as may be required for carrying out the purposes of the Act; and

(n) appoint advisory committees and define the duties of the committees; and

(o) pledge all or a portion of the revenues to the payment of bonds of the district; and

(p) finance, construct, operate or maintain regional transit systems within the boundaries of the district; and

(q) purchase, trade, exchange, acquire, buy, sell, lease, lease with an option to purchase, dispose of and encumber real or personal property and interest therein, including easements and rights of way; and

(r) accept real or personal property for the use of the district and accept gifts and conveyances upon the terms and conditions as the board may approve; and

(s) if the District operates a commuter rail service it may employ commuter rail service law enforcement officers for the District and assign duties to the officers.

Section 4.03 **Delegable Powers**. The NCRTD has the following additional powers which may, in the Board's discretion, be delegated:

(a) appoint, hire and retain employees, agents, engineers, attorneys, accountants, financial advisors, investment bankers and other consultants; and

~~In addition to other powers granted to the District pursuant to the Act, the District may~~:

(b) sue and be sued; and

(c) enter into contracts and agreements affecting the affairs of the district; and

(d) establish, collect and increase or decrease fees, tolls, rates or charges for the use of property of a regional transit system financed, constructed, operated or maintained by the district; except that fees, tolls, rates or charges imposed for the use of a regional transit system shall be fixed and adjusted to pay for bonds issued by the district; and

(e) use the streets, highways and other public ways and, with permission of the owner, to relocate or alter the construction of streets, highways, other public ways, electric and telephone lines and properties, pipelines, conduits and other properties, whether publicly or privately owned, if deemed necessary by the district in the construction, reconstruction, repair, maintenance and operation of the system. Any damage that may occur to the property shall be borne by the district; and

(f) perform all acts otherwise permitted by law.

Section 4.04 **Cooperative Powers**. The District may exercise the following powers in cooperation with other persons or entities:

(a) accept legitimate contributions or liens securing obligations of the district from the person with respect to the financing, construction, operation or maintenance of a regional transit system and, in connection with a loan or advance, enter into contracts establishing the repayment terms; and

(b) enter into contracts regarding the financing, construction, operation or maintenance of a specified regional transit system; and

(c) enter into joint operating contracts concerning a regional transit system; and

(d) acquire easements or rights of way for a regional transit system; and

(e) designate a regional transit system as part of the state highway system, a county highway system or a municipal highway system if the person with jurisdiction over the applicable highway system consents to the designation; and

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(f) enter into agreements with a person for the joint financing, construction, operation or maintenance of a regional transit system. Upon compliance with applicable constitutional or charter limitations, the governmental unit may agree to make payments, without limitation as to amount except as set forth in the agreement, from revenues received from one or more fiscal years, to the district or a person to defray the costs of the financing, construction, operation or maintenance of a regional transit system; and

(g) A district may contract with other law enforcement agencies to provide law enforcement services for the district.

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~~(a) Have perpetual existence;~~
~~(b) Finance, construct, operate, and maintain regional transit systems within the boundaries of the District and provide transportation services outside the boundaries of the District;~~
~~(c) Enter into contracts and agreements affecting the affairs of the District;~~
~~(d) Establish, collect, and increase or decrease fees, tolls, rates, or charges for the use of property of the regional transit system financed, constructed, operated , and maintained by the District; except that fees, tolls, rates, or charges imposed for the use of the system shall be fixed and adjusted to pay for bonds issued by the District;~~
~~(e) Pledge all or a portion of the revenues to the payment of bonds of the District;~~
~~(f) Purchase, trade, exchange, acquire, buy, sell, lease with an option to purchase, dispose of, and encumber real or personal property and interest therein, including easements and rights-of-way;~~
~~(g) Accept real or personal property for the use of the District and accept gifts and conveyances upon the terms and conditions approved by the Board of Directors;~~
~~(h) Use the streets, highways, rail rights-of-way, and other public ways and, with permission of the owner, relocate or alter the construction of streets, highways, or other public ways, electric and telephone lines and properties, pipelines, conduits and other properties, whether publicly or privately owned, if deemed necessary by the District in the construction, reconstruction, repair, maintenance, and operation of the system. Any damage that may occur to the property shall be borne by the District;~~
~~(i) Sue and be sued.~~

~~Section 4.02. **Cooperative Powers**. The District may cooperate with a person/entity to:~~
~~(a) Accept legitimate contributions or liens securing obligations of the District from the person with respect to the financing, construction, operation, or maintenance of the transit system and, in connection with a loan or advance, enter into contracts establishing the repayment terms;~~
~~(b) Enter into contracts regarding the financing, construction, operation, or maintenance of the specified transit system;~~
~~(c) Enter into joint operating contracts concerning the transit system;~~
~~(d) Acquire easements or rights-of-way for the transit system;~~
~~(e) Designate a regional transit system as part of the State highway system, a County highway system, or a Municipal highway system if the person with jurisdiction over the applicable highway system consents to the designation.~~

Section 4.03. **Taxation**. ~~The District has no direct taxation authority.~~ The North Central Regional Transit District (NCRTD) ~~through~~ pursuant to NMSA 1978, ~~s~~Section 7-20E-23, ~~NMSA~~ has the

authority to request that the voters of the counties served by the NCRTD impose a county regional gross receipts tax (GRT) which may not exceed one-half percent and dedicated to the purposes authorized by the Regional Transit District Act (73-25-1). Once approved the GRT shall be utilized as provided by law and may be reauthorized or modified pursuant to the law. -Any fees, tolls, rates or charges for the use of property of a regional transit system authorized under the Act are not taxes and may be authorized by the Board pursuant to their authority under the law and these bylaws.

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ARTICLE V
OFFICES

The principal office of the District shall be located within the geographical boundaries of the District and shall be designated by the Board of Directors. The District may have other offices at such other places within the State as the Board of Directors may from time to time determine. ~~Board may add ex-officio members as needed.~~

ARTICLE VI
MEMBERSHIP

~~Membership in transit districts is open to g~~Governmental units, as defined in the Act ~~which means the State, a County or Municipality of the State, or an Indian Nation, Tribe, or Pueblo located within the boundaries of the State~~, may become Members of the District upon following the mandatory procedures set forth in the Act and the subsequent approval of the new member by a 2/3 majority of the Board . ~~The North Central Regional Transit District's original members may include any governmental unit (hereinafter, "Member") within or containing the boundaries of Los Alamos, Río Arriba, or Santa Fe Counties.~~ Members may be permitted to join or leave the District ~~added or deleted~~ pursuant to Article VIII of these Bylaws and Section 73-25-17 of the Act but may not avoid any legal or contractual obligations by joining or leaving the District. Members may join or leave the District only upon the execution of an amended Intergovernmental Contract. But nothing herein shall authorize individual Members to override the 2/3 majority or avoid their contractual obligations under a prior Intergovernmental Contract by failing to execute an amended Intergovernmental Contract adding a duly approved member. The preceding requirements for adding members are minimum requirements and the Board may impose such applications requirements or conditions upon membership as it determines are appropriate.

ARTICLE VII
POWERS OF MEMBERS

A Member, ~~for the purpose of aiding the financing, construction, operation, or maintenance of the transit system,~~ may:

(a) ~~Sell, lease, loan, donate, grant, convey, assign, transfer, and otherwise dispose to the District real or personal property or interests therein~~Exercise any and all of the powers authorized under Section 73-25-13 of the Act;
(b) Enter into any Agreement with the District that is not prohibited by law;
(c) Request additions, deletions or changes to District services;

(d) Appoint a representative and an alternate to represent the Member on the Board and replace said representatives as the Member sees fit;
(e) Participate in the deliberations, discussions and actions of the Board by attending Board meetings excepting only where such Member has a conflict with the District;
~~(a)~~
~~(b) Enter into agreements with a person for the joint financing, construction, operation, or maintenance of the transit system. Upon compliance with applicable constitutional or charter limitations, the Member may agree to make payments, without limitation as to amount except as set forth in the agreement, from revenues received from one or more fiscal years, to the District or a person to defray costs of financing, construction, operation, or maintenance of the regional transit system;~~
~~(c) Transfer to the District a contract that may have been awarded by the Member for the construction, operation, or maintenance of the transit system.~~
(f) Members may request that the District provide reports and attend meetings and coordinate the District's planning and activities with the Member. The District will make reasonable efforts to accommodate individual Member requests and may make reciprocal requests where appropriate.
(g) Ex-officio M~~m~~embers serve as monitors and advisors to the Board~~-~~ and do not have the power to cast a vote on Board matters.~~without voting powers~~.
~~(d)~~

ARTICLE VIII
ADDITION OR WITHDRAWAL OF TERRITORY AND PROPERTY

Section 8.01. **Joining the District**. ~~After the creation of the District, a~~A governmental unit adjacent to or contained within a governmental unit ~~adjacent to, but not~~ that is already part ~~of~~, the District may join the District as a Member ~~and determine the territorial area to become a part of the District~~. A two-thirds (2/3) affirmative vote by the Board of Directors shall be required before the governmental unit may join the District. The Board reserves the authority to deny any application to join the district and to condition approval for any new Members as the Board deems appropriate.

Section 8.02. **Withdrawing from the District**. A Member of the District may withdraw from the District by adopting a resolution to withdraw. The Member shall withdraw its representative from the Board of Directors immediately upon adoption of the resolution withdrawing from the District. Real property owned by the District within the boundaries of the withdrawing Member shall remain the property of the District. The provisions of withdrawal shall be negotiated and agreed to by the Board of Directors, the Member, and the Commission.

Section 8.03. **Inclusion or Exclusion of Property**. The Board of Directors may include or exclude property from the boundaries of the District, pursuant to Section 73-25-6 and Section 73-25-17 of the Act.

ARTICLE IX
BOARD OF DIRECTORS

Section 9.01. **Establishment of Powers.** The District shall be governed by a Board of Directors (hereinafter, the "Board") as described in the Act and as set forth above in Article IV of these Bylaws. ~~The Board shall exercise and perform all powers, privileges and duties vested in or imposed upon the District. Subject to the exceptions in Section 73-25-5 of the Act, the Board may delegate any of its powers to an Officer or Agent of the Board.~~

Section 9.02. **Powers of the Board**. In addition to all other powers conferred by the Act, the Board may exercise any powers permitted by law or required by law. The Board may delegate any of its powers so long as the delegation of authority is not expressly prohibited. ~~:~~

~~(a) Make and pass orders and resolutions necessary for the government and management of the affairs of the District and the execution of the powers vested in the District;~~
~~(b) Adopt Bylaws;~~
~~(c) Fix the time and place of meetings and the method of notice of the meetings;~~
~~(d) Appoint, hire, or retain an Executive Director;~~
~~(e) Maintain offices at a place the Board may designate;~~
~~(f) Prescribe, in accordance with the Procurement Code, methods for auditing and allowing or rejecting claims and demands for;~~
~~(1) The awarding of contracts for the construction of improvements, works, or structures;~~
~~(2) The acquisition of equipment;~~
~~(3) The performance or furnishing of labor, materials, or supplies as may be required for carrying out the purposes of the Act;~~
~~(g) Appoint advisory committees and define the duties of the committees.~~

~~Section 9.03. **Delegation of Powers.** Pursuant to Section 73-25-5 of the Act, the Board may delegate any of its lawfully delegated powers to the Executive Director, an Officer, Director, or agent of the District pursuant to written resolution, formal motion, or verbal direction from the Board. The following are exceptions to this general rule:~~

~~(a) Adoption of Board policies and procedures;~~
~~(b) Ratification of acquisition of land by negotiated sale;~~
~~(c) Initiation or continuation of legal action, not involving traffic or toll violations;~~
~~(d) Establishment of policies regarding fees, tolls, rates, or charges;~~
~~(e) Approval of significant route or schedule changes affecting more than twenty-five (25) percent of the regional transit system;~~
~~(f) Issuance of bonds.~~

~~Only a Director who is an elected official shall be able to vote on resolutions regarding (b) and (f) above.~~

Section 9.0~~4~~3. ~~**Identification**~~ **Selection of Directors.** ~~Pursuant to Section 73-25-5 of the Act, t~~The Board shall be composed of one (1) Director from each Member of the District. A Director shall be an elected official or official designee, Tribal Governor or Tribal Council Member. The Director and official designee (if any) shall be selected by the Member utilizing its own process for selection and the District will accept the decision of the Member as long as the Member represents to the District that the selection was lawful. ~~nominated by the chief elected official of the Member and approved by the governing body of the Member~~. The Director shall hold such office until removed by the

appointing Member, or until the Director no longer holds elective office in the governing body of the appointing Member, or until the Director submits a written resignation to the Chairman. Directors shall not serve a term longer than 4 years unless re-appointed by their Member governing body.

Section 9.04 Selection of Alternates. Each Member shall be permitted but not required to designate an alternate Director who shall have the same powers as the Director selected under Section 9.03 when the Director is absent or unable to perform his duties.

Section 9.05. **Majority Voting on the Board.** A single Member shall not have a majority of votes on the Board~~, unless there are three or fewer participating governmental units in the District~~.

Section 9.06. **Voting Strength**. Each Member of the District shall have a voting strength as determined by the Voting Strength Analysis, Appendix B, of the Intergovernmental Contract.

Section 9.07. **Voting Requirements**. Voting shall occur as described in Section IX of the Intergovernmental Contract~~, except that any member that is not current with its member contributions in accordance with the financial plan adopted by the Board within twelve (12) months of the adoption of the financial plan for member contributions shall have their voting rights suspended until said financial contribution is made. Voting rights maybe temporarily reinstated at any time by a two-thirds (2/3) vote of the remaining Board members. .~~

Section 9.08. **Conflict of Interest Policy.** In addition to full compliance with ~~New Mexico statutes~~ state and federal laws, regulations and contract provisions pertaining to conflicts of interest ~~regarding public entities~~,and including but not limited to the Governmental Conduct Act (NMSA 1978, Section 10-16-1 et seq.) ~~the following shall apply to all Directors:~~

(a) A Director of the Board shall disqualify him/herself from voting on any issue with which the Director has a potential conflict of interest. For the purpose of these Bylaws, ~~e section~~, a "potential conflicting interest" exists where a Director owns or controls, directly or indirectly, a substantial interest in any non-governmental entity participant in a financial transaction with the District. A Director of the Board, Officer of the Board, or Employee of the Board, shall not:
   (1) Acquire a financial interest in a new or existing business venture or business property of any kind when the Director believes or has reason to believe that the new financial interest will be directly affected by her/his official act;
   (2) Use confidential information acquired by virtue of the Director office or employment for the Director's or another's private gain;
   (3) Contract with the District without public notice and competitive bidding and full disclosure of the Director's financial or other interest in the business that is party to the contract.

(b) Any conflict shall be made a matter of record in the minutes of the meeting of the Board at the time the transaction becomes a topic of Board action;

(c) A Director with a potential conflict of interest may briefly state his position in the matter and answer pertinent questions of other Board Members since the Director's knowledge may be of great assistance;

(d) This policy shall be reviewed from time to time, as new Directors are appointed; moreover, any new Directors shall be advised by the Executive Director of this policy upon entering into the duties of the position;

(e) ~~The Attorney General shall investigate and prosecute, where appropriate, any complaint brought involving conflict of interest.~~ Violation of the conflict of interest provisions by a Director, Officer, or Employee of the Board is grounds for removal or suspension of the Director or Officer, and Dismissal, Demotion, or Suspension of the Employee.

~~(e)~~(f) Each Director shall be required to sign a disclosure form annually to ensure compliance with the NCRTD's ethical requirements.

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Section 9.09. **Performance of Duties.** The Board shall promulgate and adhere to policies and procedures that govern its conduct. A Director shall perform the duties as a Director, including the duties as a member of any committee of the Board upon which he may serve, in good faith, in a manner he believes to be in the best interests of the District. Directors and Members shall refrain from using NCRTD logos, letterhead, titles and anything signifying or connoting NCRTD authority or approval when making statements or representations that have not received prior NCRTD Board approval.

Section 9.10. **Review of Performance**. The ~~Secretary of the Board~~ Executive Director shall annually review each Director's compliance with these Bylaws and each Director's attendance and report the information ~~conclusions and recommendations~~ to the Board at the regular meeting in April of each year.

~~a) **Consecutive absences.** A Director who is absent and not represented by an Official Designee for seventy five percent (75%) or more of scheduled Board meetings in the year, or for Any member with three (3) consecutive scheduled Board meetings absences will be considered for withdrawal from the District.shall be subject to removal by the Board and replacement by the Governing Body of the Member in question.~~

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~~b) **Failure.** Failure to provide local match by July 31st of each year will make that member eligible for withdrawal from the District or eligible for suspension of voting privileges as provided under section 9.07.~~

~~c) **Notice.** After 60 days notice has been provided to the member Government Unit with no response the Board may act on the 2/3 majority vote to remove that member pursuant to Sections 73-25-6 and 73-25-17 of the Act.~~

ARTICLE X
OFFICERS

Section 10.01. **Identification.** The Board shall elect or appoint a Chair, a Vice Chair, a Secretary, and a Treasurer as Officers of the Board.

Section 10.02. **Officers of the Board.** Officers of the Board shall be Tribal Governors, Tribal Council members or elected officials.

Section 10.03. **Election.** The Board shall elect Officers every other year at the April meeting of the Board. The currently elected Board shall elect Officers by simple majority vote after canvassing each member as to their interest in service, time availability, and qualifications.

Section 10.04 **Election of Chair and Vice Chair.** The election of the Board Chair and Vice Chair may alternate between Tribal and non Tribal members.

Section 10.05. **Term.** Each Officer shall serve a two (2) year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of their term or until a successor is elected or appointed or the Officer is lawfully removed pursuant to State law or these Bylaws. Officers may serve unlimited terms.

Section 10.06. **Removal of Officers.** Any Officer of the Board may be removed at any time ~~by a~~upon the affirmative vote of a two-thirds majority ~~vote~~ of both the total number of Directors and the voting units of all ~~m~~Members of the Board. Such action shall be initiated by a motion made at a regular meeting, but the vote shall not be called for until the next regular meeting or at a special meeting called for the purpose of considering such motion. The Secretary shall cause to be delivered or shall mail a copy of the resolution to the affected Director at least seven (7) days prior to the meeting at which the motion is to be voted upon. The vote shall be by secret ballot and the Chair shall appoint two Board members other than the officer being voted upon to count the votes and report on the results.

Section 10.07. **Vacancies.** If a vacancy exists in any office, the Chair shall appoint a Director to fill such vacancy until the next regular meeting of the Board, when an election will be held to fill the vacancy. The term of the Office of Officers filling vacancies shall be until the next ~~annual~~ regular election of officers.

Section 10.08. **Duties of the Officers.**

(a) Chair. The Chair shall:

(1) Have the power to call meetings of the Board and to preside over such meetings;

(2) Have the power to execute, deliver, acknowledge, file and record on behalf of the District such documents as may be required by the Act or other applicable law;

(3) Have the power to execute and deliver contracts, deeds and other instruments and agreements on behalf of the District as are necessary or appropriate in the ordinary course of its activities or as are duly authorized or approved by the Board;

(4) Have such additional authority, powers and duties as are appropriate and customary for the office of the Chair of the Board of Directors of entities such as the District, and as the Board may otherwise prescribe.

(5) The Chair is the first point of contact to the Executive Director on matters related to the District's business, personnel matters or in the execution of his/her duties.

(6) The Chair will facilitate ongoing meetings with the Executive Director to ensure the Board is kept informed about important issues i~~o~~n a timely manner.

(7) The Chair is the direct supervisor of the Executive Director and is authorized to provided advice and counsel but not to direct or interfere with operational or personnel matters that are the sole purview of the Executive Director.

~~(4)~~(8) The ~~Chair~~Executive Director will annually provide to the Chair any information requested or needed for a performance evaluation of the Executive Director. The Chair ~~and~~ may seek input from members of the Board as ~~may~~ the Chair deem~~s~~ed appropriate which shall normally include consulting with all standing committee chairs. The Chair will also make a recommendation for an appropriate performance increase for the Executive Director if warranted on an annual basis.

(b) Vice Chair. The Vice Chair shall:

(1) Be the Officer next in seniority after the Chair and, upon the death, absence, or disability of the Chair, shall have the authority, powers and duties of the Chair until such time as the Board elects a new Chair~~;~~

(2) Have such additional authority, powers and duties as are prescribed by the Board.

(c) Secretary. The Secretary shall:

~~(c)~~ (1) If a Treasurer has not been elected or appointed, the Secretary shall also serve as Treasurer and may use the title of Treasurer in performing the functions of Treasurer~~. The Secretary shall:~~

(1) ~~Designate~~ Assure that ~~the Executive Director has assigned a staff member who will carry out the work of the Secretary, under the day-to-day supervision of the Executive Director but with responsibility lying with the Secretary; The Secretary shall not direct or interfere with operational or personnel matters that are the sole purview of the Executive Director;~~

~~(1) Preparation of the agenda and dissemination of the Agenda;~~

~~Give, or cause to be given, notice of all meetings (including special meetings) of the Board;~~

~~(2) Post or publish all orders, resolutions, ordinances, notices and agendas which the District shall order to be posted or published or as required by law;~~

~~(3) Keep written minutes of such meetings~~meetings of the Board~~;~~

~~Be responsible for the maintenance of all records and files and the preparation and filing of reports to governmental agencies (other than tax returns);~~

~~(4) Shall be the designated custodial of District records for purposes of public records requests. In addition, shall permit inspection of such records and upon request, furnish copies which are public records in accordance with New Mexico's Inspection of Public Records Act 14-2-1 through 14-2-12 NMSA 1978;~~

(2) Have such other authority, powers and duties as are appropriate and customary for the office of Secretary of entities such as the District, and as the Board may otherwise prescribe.

~~(5)~~(3) In the event of the absence, vacancy, disability, or death of the Chair and Vice-Chair; the Secretary shall serve as Chair until such time as the Board elects a new Chair or Vice-Chair.

(d) Treasurer. If a Treasurer has not been elected or appointed, the Secretary shall also serve as Treasurer and may use the title of Treasurer in performing the functions of Treasurer. The Treasurer shall, subject to rules and procedures established by the Board:

(1) Cosign any financial document requiring the signature of multiple Officers of the NCRTD~~.~~

~~(d)~~ (2)

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~~Designate a~~Request that the Executive Director assign a ~~staff member who will carry out the work of the Treasurer, under the day-to-day supervision of the Executive Director but with responsibility lying with the Treasurer; The Treasurer shall not direct or interfere with operational or personnel matters that are the sole purview of the Executive Director;~~

~~(1)~~

~~(2) Be responsible for the custody of the funds and all stocks, bonds and other securities owned by the District;~~

~~(3) Be responsible for the preparation and filing of all tax returns, if any, required to be filed by the District;~~

~~(4) Receive all moneys paid to the District and, subject to any limits imposed by the Board or the Chair, shall have authority to give receipts and vouchers, and endorse checks and warrants in the District's name and on the District's behalf, and to give full discharge for the same;~~

~~(5) Sign checks and warrants, but must secure the signatures of either the Executive Director or one other Board Officer. In the absence of the Executive Director, the signature of a second Officer may sign;~~

~~(6) Have charge of disbursement of the funds of the District, shall keep full and accurate records of the receipts and disbursements, and shall deposit all moneys and other valuables in such depositories as shall be designated by the Board;~~

~~(7) Deposit and invest all funds of the District in accordance with the laws of the State applying to the deposit and investment of funds of regional transit districts formed under the Act;~~

~~(8)~~(1) ~~H~~Have such additional authority, powers and duties as are appropriate and customary for the office of Treasurer of entities such as the District, and as the Board may otherwise prescribe.

ARTICLE XI
MEETINGS OF THE BOARD

Section 11.01. **Public Input**. The Board shall provide meaningful opportunities for public input through policies and procedures for calling meetings, including standards and procedures for calling emergency meetings, pursuant to the requirements of the Open Meetings Act (NMSA 1978 Chapter 10, Article 15).

Section 11.02. **Regular Meetings**. The Board of Directors shall meet at least quarterly, or more frequently as determined by a majority of the Board, for the purpose of transacting such business as may come before the Board.

Section 11.03. **Special Meetings.** Special meetings of the Board may be called, either by the Chair or whenever ~~the same~~a special meeting is requested in writing ~~of the Chair~~ by three or more voting Directors, and held at any time and in any place.

Section 11.04. **Annual Board Advance Planning Meeting**. At the beginning of each year but not later than March of each year, the Board may schedule an annual Board Advance Planning Meeting ("Retreat") lasting one or two days for the purpose of strategic planning and establishing annual Board priorities. The schedule for the annual Board Advance Planning Meeting will provide

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sufficient time to incorporate the meeting outcomes into initial phases of the District's budget planning cycle.

Section 11.~~04~~05. **Emergency Meetings**. The Board may hold emergency meetings, to be held at any time and place; an "emergency", pursuant to the Open Meetings Act, refers to unforeseen circumstances requiring immediate attention from the Board to avoid likely injury or damage to persons or property or substantial financial loss to the District.

Section 11.~~05~~06. ~~**Quorum**~~**Voting.** The presence of Directors representing a majority of the total number of Members and a majority of the total number of voting units~~es~~ shall be necessary to constitute a quorum for the transaction of business. If a quorum is present, action by simple majority of both the Directors present and eligible to vote and voting units shall be the act of the Board, unless the act of a greater number is required by these Bylaws, the Intergovernmental Contract, or applicable law. A two-thirds (2/3) majority is required for the following actions:

(a) Addition or withdrawal of territory or property, pursuant to Article VII of these Bylaws and Sections 73-25-6 and 73-25-17 of the Act;
(b) Removal of Officers from the Board, pursuant to Section ~~9.04~~10.06 of these Bylaws;
(c) Amendment of these Bylaws, pursuant to Section 1~~5~~4.03 of these Bylaws.

Section 11.~~06~~07. **Public ~~Hearings~~Meetings.** Pursuant to the Open Meetings Act, all meetings of a quorum of members of the Board or any subordinate committee, held for the purpose of formulating public policy or taking any action within the authority or delegated authority of the Board, are open to the public at all times, except as otherwise provided in the Open Meetings Act or the Constitution of New Mexico. The Board, or a Committee, may meet in closed session upon a roll call vote of a majority of the authorized members of the board, or committee for the purpose of considering matters for which closed session is authorized under New Mexico State law. However, no vote or other formal action shall be taken at any session that is closed to the general public.

(a) All persons desiring shall be permitted to attend and listen to Board meetings, pursuant to the Open Meetings Act. Reasonable efforts shall be made to accommodate the use of audio and video recording devices;
(b) No public meeting of the Board, once convened, shall be closed or dissolved into small groups or committees for the purpose of permitting the closure of the meeting;
(c) The Board may recess and reconvene a meeting to a subsequent time and place if notice of such change is properly posted, pursuant to the Open Meetings Act, prior to recessing. Only matters on the agenda of the original meeting may be discussed or transacted at the subsequent meeting;
(d) If otherwise allowed by law or rule of the Board, a member of the Board may participate in a meeting of the Board by conference telephone or similar communications equipment when it is difficult or impossible for the member to attend in person provided that each member so participating is identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the Board who speaks during the meeting.
~~(d)~~(e) Public hearings are public meetings at which the Board decides legal matters or resolves disputes or adjudicates property rights. Public Hearings shall be held within the

boundaries of the District at any place designated by the Board and whenever a public hearing is either required by law or requested by a majority of the Board.

Section 11.~~07~~08. **Place of Meetings.** The meetings of the Board or any committee designated by the Board shall be held at the principal office of the District or at any other place within or without the boundaries of the District that a majority of the Board or any such committee may designate so long as the meeting place is ADA accessible and has adequate facilities to allow for telephonic participation of any Director if and when a Director gives advanced notice of his/her intention to participate telephonically. ~~Public Hearings shall be held within the boundaries of the District at any place designated by the Board.~~ When there is legitimate business need to conduct business in a location outside of the District, a Committee or Task Force may agree to meet outside the District. Such meeting of a Committee or Task Force shall be conducted in such a manner that allows for public participation and shall be open to the public. ~~The Board, or a Committee, or Task Force may meet in closed session upon a vote of a majority of the authorized members of the board, committee, or task force for the purpose of considering matters for which closed session is authorized under New Mexico State law. However, no vote or other formal action shall be taken at any session that is closed to the general public.~~

Section 11.~~08~~09. **Notice of Meetings.** All meetings of a quorum of members of the Board, and any closed meetings, held for the purpose of formulating public policy or taking any action within the authority or delegated authority of the Board shall be held only after reasonable notice to the public. Normally, the Board shall set its regularly scheduled monthly meetings at the beginning of the year in its Open Meetings Act Resolution. But nothing herein shall be deemed to alter or amend meeting dates and notices so long as the meetings are noticed legally and in compliance with the Open Meetings Act. To comply with the Open Meetings Act the Board shall:

(a) ~~The Board shall~~ determine at least annually in a public meeting what notice for a public meeting is reasonable;
(b) Such notice shall include broadcast stations licensed by the FCC and general circulation newspapers that have provided written request for such notice;
(c) Meeting notices shall include an agenda containing a list of specific items of business to be discussed or transacted at the meeting and information on how the public may obtain a copy of the agenda;
(d) The agenda shall be available at least twenty-four (24) hours prior to the meeting, except for emergency meetings;
(e) Only items appearing on the agenda may be discussed at the meeting.

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~~(e)~~ Section 11.10. **Recesses and Adjournments.** Nothing herein contained shall be construed to prevent the recess or adjournment of a regular or special meeting to any place within the District designated by the Board of Directors.

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Section 11.~~09~~11. **Waiver of Notice.** A Director may in writing waive notice to him/her of any meeting of the Board, either before, at, or after the meeting; and his waiver shall be deemed the equivalent of giving notice. Attendance of a Director at a meeting shall constitute waiver of notice of that meeting unless he/she attends for the express purpose of objecting to the transaction of business because the meeting has not been lawfully called or convened.

Section 11.12. Agenda Subjects.

a) Subjects may be placed on the agenda by the Board Chair, the Executive Director or in the Chair's discretion upon written request of ~~eight (8)~~ any Director~~s~~.

b) No action shall be taken by the Board on subject matters which were not stated on the agenda in the notice posted for the meeting. The Board may recite specific factual information or existing policy in response to an inquiry made at a meeting about a subject which was on the agenda. Any deliberation, discussion or decision with respect to the inquiry shall be limited to a proposal to place such a subject on the agenda for a subsequent meeting of the Board for which notice shall be provided. The Chair shall place on the subsequent meeting agenda any item requested by a majority of the Board.

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Section 11.~~10~~12. **Minutes**. The Board shall keep written minutes of all its meetings. The minutes shall include at a minimum:

(a) The date, time, and place of the meeting;
(b) The names of the members in attendance and those absent;
(c) The substance of proposals considered and a record of any decisions and votes taken showing how each member voted.

All minutes are open to public inspection. Draft minutes shall be prepared within ten (10) working days after the meeting and shall be approved, amended, or disapproved at the next Board meeting where a quorum is present. Minutes are not official until approved by the Board and signed by the Secretary.

Section 11.~~11~~13. **Closed Meetings**. The ~~following are some exceptions to the requirement for open meetings, pursuant to the Open Meetings Act:~~

~~(a) Meetings pertaining to licenses, except that evidentiary hearings are open and all final actions shall take place in open meeting;~~
~~(b) Limited personnel matters, except that this does not exempt final actions from being taken in open meetings nor does it preclude aggrieved public employees from demanding an open hearing;~~
~~(c) Administrative adjudicatory proceedings, with the exception of meetings at which evidence is presented or rebutted and any final actions taken as a result of the proceedings;~~
~~(d) Discussion of bargaining strategy preliminary to collective bargaining negotiations and collective bargaining sessions at which representatives of the collective bargaining unit are present;~~
~~(e) That portion of meetings at which decisions concerning sole source purchases in excess of $2500 or competitive sealed bids are discussed during the contract negotiation process, with the exception that the actual approval of purchase or final action regarding selection of the contractor shall be in open meeting;~~
~~(f) Meetings subject to attorney-client privilege pertaining to pending or threatened litigation against the Board;~~
~~(g) Meetings for discussion of the purchase, acquisition, or disposal of real property or water rights by the Board;~~
~~(h) Any other meetings so exempted by provisions of the Open Meeting Act or other relevant statute.~~

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~~(i)~~ Any meeting closed pursuant to the Open Meetings Act ~~above exemptions~~ must follow the following procedures:

(1) If closed in open meeting, such closure shall be approved by majority vote of those present and voting. ~~of a quorum of the Board~~, ~~t~~The authority to close shall be stated on the Agenda or verbally by the maker of the motion.~~,~~ ~~t~~The subject(s) to be discussed shall be stated with reasonable specificity, and the vote, taken in open meeting, shall be recorded indicating the vote of each member of the Board. Only those subjects announced or voted on prior to closure shall be discussed in closed meeting and no action shall be taken in the closed portion of a meeting;

(2) If called when the Board is not in open meeting, the closed meeting shall not be held until appropriate public notice is given to the members of the Board and the general public stating the specific law authorizing closure and stating with reasonable specificity the subject(s) to be discussed;

(3) Following completion of any closed meeting, the minutes of the open meeting that was closed or the minutes of the next open meeting, if the closed meeting was scheduled separately, shall state that the subjects discussed in the closed meeting were limited to those specified in the motion for closure or the notice of closed meeting and shall be approved by the Board as for all other minutes.

ARTICLE XII
ADVISORY COMMITTEES

Section 12.01. ~~**Chair may appoint**~~ **Formation of Committee**~~**s chairs**~~**.** The Board may form committees as it deems appropriate. All committees of the NCRTD shall be advisory committees and shall have no independent authority to make decisions for the District. Committees will generally be formed by written Board resolutions or these Bylaws but may be formed by any formal action of the Board where the Board deems the formation of an advisory body expedient or necessary. Committee chairs shall be appointed by the Board chair or elected by the committee itself if the Board when so authorized by the Chair. ~~When an Advisory Committee is formed, the Chair may appoint a regular member as its chair, or may direct the Committee to elect a chair at its first meeting, or direct the Committee to elect a chair at any time the chair of the Committee becomes vacant. All special and/or ad hoc committees shall automatically dissolve at the expiration of the term of the office of the Chair of the Board.~~

Section 12.02. **Types of Committees.** Committees of the Board shall be classified as standing or special and shall be advisory to the Board. In order to broaden input to the Board and encourage community involvement, the Board may appoint individuals who are not members of the Board to serve on any standing or special committee of the Board. Each committee shall have the power only as stated in these Bylaws or as conferred by the Board. The Executive Director shall serve as an *ex officio* member of each committee appointed by the Board, unless otherwise designated in these Bylaws or by the Board.

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~~Section 12.03. **Citizen Advisory Standing Committee.** The Board may appoint and maintain a Citizen Advisory Committee to advise the Board with respect to policy and service matters. The members of the Citizen Advisory Committee shall not be Directors, official designees, or Officers of the District. The Citizen Advisory Committee shall not be authorized to exercise any power of the Board.~~

Section 12.03. **Standing Committees**. The following committees are designated as "standing committees" of the Board of Directors. Any Member of the Board is welcome to attend any committee meeting, but the actual regular members assigned to that committee will determine a quorum. All Standing Committees will be committees of the whole. As to all Board committees of the whole, a quorum will be reached with eight regular members participating.

~~**Legislative Committee**. This committee's function shall be to recommend legislation or to review and evaluate pending legislation, both state and federal, and to recommend action to the Board to direct Staff or the Districts lobbyists to advocate, oppose or monitor individual bills.~~

a) **Tribal Committee**. This committee will study, discuss and address issues related to the provision of transit services for Tribal Members of the District. The committee will consist of all tribal members of the District. The committee will meet on an as needed basis. The committee will keep minutes of its meetings and will forward all recommendations to the Board of Director's for possible action.

b) **Finance Subcommittee**. This committee may deal with all administrative, land and facility acquisition and financial matters that would require Board action as submitted by the Executive Director, but not limited to the budget, collective bargaining, and human resource policies. This committee will also meet and serve as the entry and exit committee for purposes of the annual audit. The actual duties, membership and functions of this committee will be prescribed by resolution of the Board of the Directors.

c) **Sustainability Committee**. This committee is charged with holding meetings, performing analysis and providing recommendations to the Board on all issues pertaining to the NCRTD's sustainability. The committee will meet on an as needed basis.

Section 12.04. **Special Committees.** The Board may also appoint Special Advisory Committees to advise the Board. The members of these Special Advisory Committees may include Directors, official designees, and Officers of the District as well as individuals not members of the Board. Special Advisory Committees shall not be authorized to exercise any power of the Board.

Section 12.05. **Committee Meetings.** A committee meeting may be called at any time by the committee chair or a simple majority of the committee members upon ~~reasonable~~ legal notice as required by these Bylaws. ~~determined by the Board~~. Committees may propose rules of order and procedures to the Board which, if adopted by the Board ~~or the committee~~, shall govern the matters addressed in the rules.

~~Section 12.06. **Open Meetings.** No public notice of the committee meeting is required if the committee has less than a quorum of the Board in attendance. All committee meetings shall be open to the public, with such exceptions as permitted under the Open Meetings Act, notwithstanding the exception to the notice requirement in the Open Meetings Act for committees with less than a quorum in attendance.~~

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Section 12.0~~7~~6. **Telephone Conference**. Committee meetings may be held by telephone conference or use of similar equipment, pursuant to the requirements of the Open Meetings Act. Committee meetings held by teleconference are open meetings and such meeting will be held in a location where the public may listen to the proceedings. All committee meetings shall be held in ADA accessible locations.

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ARTICLE XIII
EXECUTIVE DIRECTOR

Section 13.01. Executive Director. The Board shall appoint an Executive Director who shall serve for such term and upon such conditions, including salary, as the Board of Directors, from time to time, may establish ~~by resolution~~. The Board shall enter into an employment contract with such Executive Director which shall specify the terms and conditions of his or her employment.

Section 13.02. **Authority and Duties**. The Executive Director shall be the chief executive officer of the District, shall supervise the activities of the District, shall see that all policies, directions and orders of the Board are carried out and shall, under the supervision of the Board, have such other authority, powers, or duties as may be prescribed by the Board. The Executive Director shall:

(a) Sign contracts or agreements with Vendors or service providers that are necessary to carry out the purposes of the District, provided however that they involve less than $100,000, and are included in a duly approved budget. Expenses over $100,000 shall be approved by the Board and signed by the appropriate ~~people~~officers and agents of the District;

(b) Appoint, hire, discharge and retain employees, agents, engineers, attorneys, accountants, financial advisors, investment bankers, and other consultants as approved through the budget process;

(c) Dispose of assets of the District, provided, however that the assets are no longer useful to the District and have a nominal market value and that any asset disposal is expressly approved by the Board or its Committees where the law so requires;

(d) Sign contracts or agreements when authorized to do so ~~that require specifically approved~~approval by the Board regardless of the contract amount;

(e) Report to the Board at the monthly meeting on the operations and progress of the projects of the District and upon all other matters within his or her knowledge which may be of concern to the Board of Directors of the District; ~~.~~

(f) Prepare an annual budget and maintenance of financial records and books of account, and preparation of a monthly financial statement.

(g) Negotiate collectively bargained agreements as required.

(h) Staff and attend such Committee meetings as may be required.

~~(d)~~(i) Perform any other duties legally delegated to the NCRTD staff by the Board.

~~ARTICLE XIV~~
~~FINANCE~~

~~Pursuant to the Act and the Contract, the District has several financing mechanisms available to it for the purpose of financing the purchase, construction, renovation, equipping, or furnishing of its regional transit system(s) project. The District may collect tolls, fees, rates, or charges; it may issue bonds, and it may invest or deposit funds. In addition, non-Pueblo Members of the District may authorize increases in Gross Receipts Taxes for the purpose of financing the District. There may be other financing options open to the District and its Members.~~

ARTICLE X~~I~~V
GENERAL PROVISIONS

Section 1~~5~~4.01. **Fiscal year.** The Fiscal year of the District and its affiliate organizations shall begin on the first day of July and end on the last day of June of each year. Because of the extensive involvement of federal government in transit, the federal fiscal year may be utilized internally or for reporting purposes where so required by grants or agreements with the federal government but the District, as a subdivision of the State of New Mexico, shall nevertheless maintain its finances at all times in compliance with New Mexico law.

Section 1~~5~~4.02. **Ownership of Documents.** Written records and other documents relating to the District are the property of the District and shall be filed and maintained under the authority of the Executive Director and shall be maintained in accordance with New Mexico laws including but not limited to the various public records laws contained in Chapter 14 of the New Mexico statutes. ~~and shall not be removed from the District nor shall any information contained therein be released without proper authorization~~.

Section 1~~5~~4.03. **Review, Approval and Amendments.** These Bylaws shall be reviewed from time to time, with any amendments approved by an affirmative vote of no less than two thirds of the voting units of the members.

Section 1~~5~~4.04. **Annual Budget**. The Board shall approve an annual budget ~~pursuant to the legal requirement to~~ and submit ~~an~~ the annual budget to the State each year for approval in a timely fashion.

a) The Executive Director shall prepare annually a preliminary budget, including therein operation and maintenance expenses, debt service, and provision for capital expenditures for the ensuing fiscal year. In the preparation of such preliminary budget and every annual budget the classifications and divisions into which such budget shall be divided shall conform to rules and regulations issued by the Local Government Division (LGD) of the Department of Finance and Administration (DFA), State of New Mexico. Every preliminary budget shall also set forth a statement of the sources of funds and estimated revenues available to defray such expenditures. Every preliminary budget shall be based as a minimum on a five (5) year long term financial plan.
b) The Board of Directors shall hold a public hearing on the preliminary budget in accordance with State law.

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c) As provided by State law the Board of Directors shall ~~finally~~ adopt the annual budget for ~~such~~each succeeding fiscal year by or before May 15. Copies of the annual budget shall be filed in the office of the District and as designated by State statutes and furnished to any interested party upon request or made available online.

d) The Board may, by an affirmative vote of the majority of the Directors in attendance, adopt an amended annual budget when reasonable and necessary, subject to contractual conditions or requirements existing at the time the need for such an amendment arises. The Board must approve all increases or decreases to the net operating expense line, total capital budget line and t~~i~~otal operating revenue line of the District's operating and capital budgets.

Section 15.05 **Appropriations.** The Executive Director may approve all revisions to departmental budgets or between departmental budgets without reporting such changes to the ~~Baord~~Board provided ~~that~~that the revisions do not result in any changes to the net operating expense line or total revenue line of the Districts operating and capital budgets.

Section 15.05 **Annual Audit.** The Board of Directors shall cause an annual examination of the District's financial statements to be made in accordance with generally accepted auditing standards and New Mexico statutes following the end of the each fiscal year. The audit shall be performed by an independent Certified Public Accountant retained by the Board of Directors at their sole discretion for this or any other purpose they deem necessary. The auditor shall provide a signed auditor's opinion as to the fair presentation of the financial position of the District, the results of District operations and changes in its financial position for the fiscal year ended. The annual audit shall be open to public inspection when release for such by the Office of the State Auditor.

Section 15.05. **Annual Report.** The Board shall publish an annual report setting forth in sufficient scope and detail the more important acts concerning the business and services of the District, the regional transit system being provided, and how it is being financed.

These Bylaws Amended this day of 2016.~~:~~ ~~January 12, 2007~~???????.

_____

~~Jim West, County of Los Alamos,~~ Daniel Barrone,
Chair
Board of Directors of the
North Central Regional Transit District

Amended and Restated Bylaws of the North Central Regional Transit District

Approved by the NCRTD Board of Directors on February 5, 2016

Resolution No. 2016-06

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NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BYLAWS

Defined Terms. All terms capitalized herein for other than grammatical purposes shall have the definitions given to them in the Regional Transit District Act, NMSA 1978, Section 73-25-1 et seq. (hereinafter, "the Act"), the Intergovernmental Contract and these Bylaws

ARTICLE I
NAME

The name of this transit district is the North Central Regional Transit District (hereinafter, "the District" or the "NCRTD"). The District is also frequently referred to as "The Blue Bus." The term "Board" shall mean the Board of Directors of the NCRTD as set forth in the Act, the Intergovernmental Contract and these Bylaws.

ARTICLE II
PURPOSE

The District, is a governmental entity formed pursuant to the Act, The purposes of the NCRTD are as follows:
2.01. serve the public by providing for the creation of regional networks of safe and efficient public transit services;
2.02. allow multijurisdictional public transit systems to reduce the congestion of single-occupant motor vehicle traffic by providing transportation options for residents;
2.03. decrease automobile accidents by reducing traffic congestion on freeways and streets;
2.04. reduce noise and air pollution produced by motor vehicles;
2.05. prolong and extend the life of New Mexico's existing roadways by easing the traffic burden;
2.06. provide residents with a choice of transportation alternatives so that seniors, youth, low-income and mobility-impaired residents and others unable to drive or afford motor vehicles continue to have full access to the goods, services, jobs and activities of the community;
2.07. improve the New Mexico economy by increasing workforce and citizen access to education and higher paying jobs; and
2.08. prolong and extend petroleum resources.

In addition to these express purposes the NCRTD may from time to time set forth its explicit and current purposes in the form of a Mission Statement, a Vision Statement a Long Range Strategic Plan, a Short Range Service Plan, and by duly adopted resolutions of the NCRTD Board of Directors.

ARTICLE III
SUPREMACY OF ESTABLISHING DOCUMENTS

The District shall be operated according to the provisions of the Act and other applicable laws of the State of New Mexico, the Intergovernmental Contract (hereinafter the "Contract"), these Bylaws, In the event of a conflict, the statutes shall govern, followed by the Contract, then the Bylaws. Nothing herein shall be deemed a violation of any law or agreement by and with the United States government and, notwithstanding the status of the NCRTD as a subdivision of the State of New Mexico, the

NCRTD recognizes its legal and contractual commitments to the federal government and that all federal requirements shall be in addition to the requirements of the State of New Mexico.

ARTICLE IV
POWERS OF THE DISTRICT

Section 4.01. **Corporate Entity.** The District is a body politic and corporate which is exempt from taxation under the Act. The District shall have perpetual existence, except as otherwise provided in the Intergovernmental Contract or otherwise prescribed by law. The District as a corporation has the power to sue and be sued but all suits not involving traffic or toll violations shall be initiated by the Board. All powers, privileges and duties vested in or imposed upon the District shall be exercised and performed by the Board if not expressly delegated by the Board. All members of the Board in good standing shall have the right to participate in the discussion of, and vote upon, Board matters in which they have no conflict of interest but non-elected Board members are prohibited from voting on land purchase and sales, and the issuance of bonds.

Section 4.02 **Non-Delegable Powers.** The Board may not delegate the following powers of the Board:

(a) adoption of board policies and procedures; and
(b) ratification of acquisition of land by negotiated sale (by vote of elected officials only); and
(c) initiation or continuation of legal action, not involving traffic or toll violations; and
(d) establishment of policies regarding fees, tolls, rates or charges; and
(e) approval of significant route or schedule changes affecting more than twenty-five percent of a regional transit system; and
(f) issuance of bonds (by vote of elected officials only); and
(g) adoption of bylaws; and
(h) fixing the time and place of meetings and the method of providing notice of the meetings;
(i) making and passing resolutions necessary for the government and management of the affairs of the District and the execution of the powers vested in the District; and
(j) adopting and using a seal; and
(k) maintaining offices at such places as the board may designate; and
(l) prescribing, by way of its own procurement code and policies and in accordance with the Procurement Code (NMSA 1978 Section 13-1-28 et seq.) methods for auditing and allowing or rejecting claims and demands for:
    (1) the awarding of contracts for the construction of improvements, works or structures;
    (2) the acquisition of equipment; or
    (3) the performance or furnishing of labor, materials or supplies as may be required for carrying out the purposes of the Act; and
(m) appoint advisory committees and define the duties of the committees; and pledge all or a portion of the revenues to the payment of bonds of the district; and
(n) finance, construct, operate or maintain regional transit systems within the boundaries of the district; and
(o) purchase, trade, exchange, acquire, buy, sell, lease, lease with an option to purchase, dispose of and encumber real or personal property and interest therein, including easements and rights of way; and

(p) accept real or personal property for the use of the district and accept gifts and conveyances upon the terms and conditions as the board may approve; and
(q) if the District operates a commuter rail service it may employ commuter rail service law enforcement officers for the District and assign duties to the officers.

Section 4.03 **Delegable Powers**. The NCRTD has the following additional powers which may, in the Board's discretion, be delegated:
(a) appoint, hire and retain employees, agents, engineers, attorneys, accountants, financial advisors, investment bankers and other consultants; and
(b) sue and be sued; and
(c) enter into contracts and agreements affecting the affairs of the district; and establish, collect and increase or decrease fees, tolls, rates or charges for the use of property of a regional transit system financed, constructed, operated or maintained by the district; except that fees, tolls, rates or charges imposed for the use of a regional transit system shall be fixed and adjusted to pay for bonds issued by the district; and
(d) use the streets, highways and other public ways and, with permission of the owner, to relocate or alter the construction of streets, highways, other public ways, electric and telephone lines and properties, pipelines, conduits and other properties, whether publicly or privately owned, if deemed necessary by the district in the construction, reconstruction, repair, maintenance and operation of the system. Any damage that may occur to the property shall be borne by the district; and
(e) perform all acts otherwise permitted by law.

Section 4.04 **Cooperative Powers**. The District may exercise the following powers in cooperation with other persons or entities:
(a) accept legitimate contributions or liens securing obligations of the district from the person with respect to the financing, construction, operation or maintenance of a regional transit system and, in connection with a loan or advance, enter into contracts establishing the repayment terms; and
(b) enter into contracts regarding the financing, construction, operation or maintenance of a specified regional transit system; and
(c) enter into joint operating contracts concerning a regional transit system; and
(d) acquire easements or rights of way for a regional transit system; and
(e) designate a regional transit system as part of the state highway system, a county highway system or a municipal highway system if the person with jurisdiction over the applicable highway system consents to the designation; and
(f) enter into agreements with a person for the joint financing, construction, operation or maintenance of a regional transit system. Upon compliance with applicable constitutional or charter limitations, the governmental unit may agree to make payments, without limitation as to amount except as set forth in the agreement, from revenues received from one or more fiscal years, to the district or a person to defray the costs of the financing, construction, operation or maintenance of a regional transit system; and
(g) A district may contract with other law enforcement agencies to provide law enforcement services for the district.

Section 4.05. **Taxation**. The North Central Regional Transit District (NCRTD) pursuant to NMSA 1978, Section 7-20E-23, has the authority to request that the voters of the counties served by the

NCRTD impose a county regional gross receipts tax (GRT) which may not exceed one-half percent and dedicated to the purposes authorized by the Regional Transit District Act (73-25-1). Once approved the GRT shall be utilized as provided by law and may be reauthorized or modified pursuant to the law. Any fees, tolls, rates or charges for the use of property of a regional transit system authorized under the Act are not taxes and may be authorized by the Board pursuant to their authority under the law and these bylaws.

ARTICLE V
OFFICES

The principal office of the District shall be located within the geographical boundaries of the District and shall be designated by the Board of Directors. The District may have other offices at such other places within the State as the Board of Directors may from time to time determine.

ARTICLE VI
MEMBERSHIP

Governmental units, as defined in the Act , may become Members of the District upon following the mandatory procedures set forth in the Act and the subsequent approval of the new member by a 2/3 majority of the Board. Members may be permitted to join or leave the District pursuant to Article VIII of these Bylaws and Section 73-25-17 of the Act but may not avoid any legal or contractual obligations by joining or leaving the District. Members may join or leave the District only upon the execution of an amended Intergovernmental Contract. But nothing herein shall authorize individual Members to override the 2/3 majority or avoid their contractual obligations under a prior Intergovernmental Contract by failing to execute an amended Intergovernmental Contract adding a duly approved member. The preceding requirements for adding members are minimum requirements and the Board may impose such applications requirements or conditions upon membership as it determines are appropriate.

ARTICLE VII
POWERS OF MEMBERS

A Member, may:
(a) Exercise any and all of the powers authorized under Section 73-25-13 of the Act;
(b) Enter into any Agreement with the District that is not prohibited by law;
(c) Request additions, deletions or changes to District services;
(d) Appoint a representative and an alternate to represent the Member on the Board and replace said representatives as the Member sees fit;
(e) Participate in the deliberations, discussions and actions of the Board by attending Board meetings excepting only where such Member has a conflict with the District;
(f) Members may request that the District provide reports and attend meetings and coordinate the District's planning and activities with the Member. The District will make reasonable efforts to accommodate individual Member requests and may make reciprocal requests where appropriate.
(g) Ex-officio Members serve as monitors and advisors to the Board and do not have the power to cast a vote on Board matters.

ARTICLE VIII
ADDITION OR WITHDRAWAL OF TERRITORY AND PROPERTY

Section 8.01. **Joining the District**. A governmental unit adjacent to or contained within a governmental unit that is already part of the District may join the District as a Member. A two-thirds (2/3) affirmative vote by the Board of Directors shall be required before the governmental unit may join the District. The Board reserves the authority to deny any application to join the district and to condition approval for any new Members as the Board deems appropriate.

Section 8.02. **Withdrawing from the District**. A Member of the District may withdraw from the District by adopting a resolution to withdraw. The Member shall withdraw its representative from the Board of Directors immediately upon adoption of the resolution withdrawing from the District. Real property owned by the District within the boundaries of the withdrawing Member shall remain the property of the District. The provisions of withdrawal shall be negotiated and agreed to by the Board of Directors, the Member, and the Commission.

Section 8.03. **Inclusion or Exclusion of Property**. The Board of Directors may include or exclude property from the boundaries of the District, pursuant to Section 73-25-6 and Section 73-25-17 of the Act.

ARTICLE IX
BOARD OF DIRECTORS

Section 9.01. **Establishment of Powers**. The District shall be governed by a Board of Directors (hereinafter, the "Board") as described in the Act and as set forth above in Article IV of these Bylaws.

Section 9.02. **Powers of the Board**. In addition to all other powers conferred by the Act, the Board may exercise any powers permitted by law or required by law. The Board may delegate any of its powers so long as the delegation of authority is not expressly prohibited.

Section 9.03. **Selection of Directors**. The Board shall be composed of one (1) Director from each Member of the District. A Director shall be an elected official or official designee, Tribal Governor or Tribal Council Member. The Director and official designee (if any) shall be selected by the Member utilizing its own process for selection and the District will accept the decision of the Member as long as the Member represents to the District that the selection was lawful.. The Director shall hold such office until removed by the appointing Member, or until the Director no longer holds elective office in the governing body of the appointing Member, or until the Director submits a written resignation to the Chairman. Directors shall not serve a term longer than 4 years unless re-appointed by their Member governing body.

Section 9.04 **Selection of Alternates.** Each Member shall be permitted but not required to designate an alternate Director who shall have the same powers as the Director selected under Section 9.03 when the Director is absent or unable to perform his duties.

Section 9.05. **Majority Voting on the Board**. A single Member shall not have a majority of votes on the Board.

Section 9.06. **Voting Strength**. Each Member of the District shall have a voting strength as determined by the Voting Strength Analysis, Appendix B, of the Intergovernmental Contract.

Section 9.07. **Voting Requirements**. Voting shall occur as described in Section IX of the Intergovernmental Contract.

Section 9.08. **Conflict of Interest Policy**. In addition to full compliance with state and federal laws, regulations and contract provisions pertaining to conflicts of interest, and including but not limited to the Governmental Conduct Act (NMSA 1978, Section 10-16-1 et seq.) the following shall apply to all Directors:

(a) A Director of the Board shall disqualify him/herself from voting on any issue with which the Director has a potential conflict of interest. For the purpose of these Bylaws a "potential conflicting interest" exists where a Director owns or controls, directly or indirectly, a substantial interest in any non-governmental entity participant in a financial transaction with the District. A Director of the Board, Officer of the Board, or Employee of the Board, shall not:
   (1) Acquire a financial interest in a new or existing business venture or business property of any kind when the Director believes or has reason to believe that the new financial interest will be directly affected by her/his official act;
   (2) Use confidential information acquired by virtue of the Director office or employment for the Director's or another's private gain;
   (3) Contract with the District without public notice and competitive bidding and full disclosure of the Director's financial or other interest in the business that is party to the contract.
(b) Any conflict shall be made a matter of record in the minutes of the meeting of the Board at the time the transaction becomes a topic of Board action;
(c) A Director with a potential conflict of interest may briefly state his position in the matter and answer pertinent questions of other Board Members since the Director's knowledge may be of great assistance;
(d) This policy shall be reviewed from time to time, as new Directors are appointed; moreover, any new Directors shall be advised by the Executive Director of this policy upon entering into the duties of the position;
(e) Violation of the conflict of interest provisions by a Director, Officer, or Employee of the Board is grounds for removal or suspension of the Director or Officer, and Dismissal, Demotion, or Suspension of the Employee.
(f) Each Director shall be required to sign a disclosure form annually to ensure compliance with the NCRTD's ethical requirements.

Section 9.09. **Performance of Duties.** The Board shall promulgate and adhere to policies and procedures that govern its conduct. A Director shall perform the duties as a Director, including the duties as a member of any committee of the Board upon which he may serve, in good faith, in a manner he believes to be in the best interests of the District. Directors and Members shall refrain from using NCRTD logos, letterhead, titles and anything signifying or connoting NCRTD authority or approval when making statements or representations that have not received prior NCRTD Board approval.

Section 9.10. **Review of Performance**. The Executive Director shall annually review each Director's compliance with these Bylaws and each Director's attendance and report the information to the Board at the regular meeting in April of each year.

ARTICLE X
OFFICERS

Section 10.01. **Identification.** The Board shall elect or appoint a Chair, a Vice Chair, a Secretary, and a Treasurer as Officers of the Board.

Section 10.02. **Officers of the Board.** Officers of the Board shall be Tribal Governors, Tribal Council members or elected officials.

Section 10.03. **Election.** The Board shall elect Officers every other year at the April meeting of the Board. The currently elected Board shall elect Officers by simple majority vote after canvassing each member as to their interest in service, time availability, and qualifications.

Section 10.04 **Election of Chair and Vice Chair.** The election of the Board Chair and Vice Chair may alternate between Tribal and non-Tribal members.

Section 10.05. **Term.** Each Officer shall serve a two (2) year term commencing upon election or appointment by the Board. Each Officer shall serve until the end of their term or until a successor is elected or appointed or the Officer is lawfully removed pursuant to State law or these Bylaws. Officers may serve unlimited terms.

Section 10.06. **Removal of Officers.** Any Officer of the Board may be removed at any time upon the affirmative vote of a two-thirds majority of both the total number of Directors and the voting units of all Members of the Board. Such action shall be initiated by a motion made at a regular meeting, but the vote shall not be called for until the next regular meeting or at a special meeting called for the purpose of considering such motion. The Secretary shall cause to be delivered or shall mail a copy of the resolution to the affected Director at least seven (7) days prior to the meeting at which the motion is to be voted upon. The vote shall be by secret ballot and the Chair shall appoint two Board members other than the officer being voted upon to count the votes and report on the results.

Section 10.07. **Vacancies.** If a vacancy exists in any office, the Chair shall appoint a Director to fill such vacancy until the next regular meeting of the Board, when an election will be held to fill the vacancy. The term of the Office of Officers filling vacancies shall be until the next regular election of officers.

Section 10.08. **Duties of the Officers.**
(a) Chair. The Chair shall:
(1) Have the power to call meetings of the Board and to preside over such meetings;
(2) Have the power to execute, deliver, acknowledge, file and record on behalf of the District such documents as may be required by the Act or other applicable law;

(3) Have the power to execute and deliver contracts, deeds and other instruments and agreements on behalf of the District as are necessary or appropriate in the ordinary course of its activities or as are duly authorized or approved by the Board;
(4) Have such additional authority, powers and duties as are appropriate and customary for the office of the Chair of the Board of Directors of entities such as the District, and as the Board may otherwise prescribe.
(5) The Chair is the first point of contact to the Executive Director on matters related to the District's business, personnel matters or in the execution of his/her duties.
(6) The Chair will facilitate ongoing meetings with the Executive Director to ensure the Board is kept informed about important issues in a timely manner.
(7) The Chair is the direct supervisor of the Executive Director and is authorized to provide advice and counsel but not to direct or interfere with operational or personnel matters that are the sole purview of the Executive Director.
(8) The Executive Director will annually provide to the Chair any information requested or needed for a performance evaluation of the Executive Director. The Chair may seek input from members of the Board as the Chair deems appropriate which shall normally include consulting with all standing committee chairs. The Chair will also make a recommendation for an appropriate performance increase for the Executive Director if warranted on an annual basis.

(b) Vice Chair. The Vice Chair shall:
(1) Be the Officer next in seniority after the Chair and, upon the death, absence, or disability of the Chair, shall have the authority, powers and duties of the Chair until such time as the Board elects a new Chair
(2) Have such additional authority, powers and duties as are prescribed by the Board.

(c) The Secretary shall:
(1) If a Treasurer has not been elected or appointed, the Secretary shall also serve as Treasurer and may use the title of Treasurer in performing the functions of Treasurer
(2) Have such other authority, powers and duties as are appropriate and customary for the office of Secretary of entities such as the District, and as the Board may otherwise prescribe.
(3) In the event of the absence, vacancy, disability, or death of the Chair and Vice-Chair; the Secretary shall serve as Chair until such time as the Board elects a new Chair or Vice-Chair.

(d) Treasurer. If a Treasurer has not been elected or appointed, the Secretary shall also serve as Treasurer and may use the title of Treasurer in performing the functions of Treasurer. The Treasurer shall, subject to rules and procedures established by the Board:
(1) Cosign any financial document requiring the signature of multiple Officers of the NCRTD.
(2) Have such additional authority, powers and duties as are appropriate and customary for the office of Treasurer of entities such as the District, and as the Board may otherwise prescribe.

ARTICLE XI
MEETINGS OF THE BOARD

Section 11.01. **Public Input**. The Board shall provide meaningful opportunities for public input through policies and procedures for calling meetings, including standards and procedures for calling emergency meetings, pursuant to the requirements of the Open Meetings Act (NMSA 1978 Chapter 10, Article 15).

Section 11.02. **Regular Meetings**. The Board of Directors shall meet at least quarterly, or more frequently as determined by a majority of the Board, for the purpose of transacting such business as may come before the Board.

Section 11.03. **Special Meetings.** Special meetings of the Board may be called, either by the Chair or whenever a special meeting is requested in writing by three or more voting Directors, and held at any time and in any place.

Section 11.04. **Annual Board Advance Planning Meeting**. At the beginning of each year but not later than March of each year, the Board may schedule an annual Board Advance Planning Meeting ("Retreat") lasting one or two days for the purpose of strategic planning and establishing annual Board priorities. The schedule for the annual Board Advance Planning Meeting will provide sufficient time to incorporate the meeting outcomes into initial phases of the District's budget planning cycle.

Section 11.05. **Emergency Meetings**. The Board may hold emergency meetings, to be held at any time and place; an "emergency", pursuant to the Open Meetings Act, refers to unforeseen circumstances requiring immediate attention from the Board to avoid likely injury or damage to persons or property or substantial financial loss to the District.

Section 11.06. **Voting.** The presence of Directors representing a majority of the total number of Members and a majority of the total number of voting units shall be necessary to constitute a quorum for the transaction of business. If a quorum is present, action by simple majority of both the Directors present and eligible to vote and voting units shall be the act of the Board, unless the act of a greater number is required by these Bylaws, the Intergovernmental Contract, or applicable law. A two-thirds (2/3) majority is required for the following actions:

(a) Addition or withdrawal of territory or property, pursuant to Article VII of these Bylaws and Sections 73-25-6 and 73-25-17 of the Act;
(b) Removal of Officers from the Board, pursuant to Section 10.06 of these Bylaws;
(c) Amendment of these Bylaws, pursuant to Section 14.03 of these Bylaws.

Section 11.07. **Public Meetings.** Pursuant to the Open Meetings Act, all meetings of a quorum of members of the Board or any subordinate committee, held for the purpose of formulating public policy or taking any action within the authority or delegated authority of the Board, are open to the public at all times, except as otherwise provided in the Open Meetings Act or the Constitution of New Mexico. The Board, or a Committee, may meet in closed session upon a roll call vote of a majority of the authorized members of the board, or committee for the purpose of considering matters for which closed session is authorized under New Mexico State law. However, no vote or other formal action shall be taken at any session that is closed to the general public.

(a) All persons desiring shall be permitted to attend and listen to Board meetings, pursuant to the Open Meetings Act. Reasonable efforts shall be made to accommodate the use of audio and video recording devices;
(b) No public meeting of the Board, once convened, shall be closed or dissolved into small groups or committees for the purpose of permitting the closure of the meeting;

(c) The Board may recess and reconvene a meeting to a subsequent time and place if notice of such change is properly posted, pursuant to the Open Meetings Act, prior to recessing. Only matters on the agenda of the original meeting may be discussed or transacted at the subsequent meeting;
(d) If otherwise allowed by law or rule of the Board, a member of the Board may participate in a meeting of the Board by conference telephone or similar communications equipment when it is difficult or impossible for the member to attend in person provided that each member so participating is identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the Board who speaks during the meeting.
(e) Public hearings are public meetings at which the Board decides legal matters or resolves disputes or adjudicates property rights. Public Hearings shall be held within the boundaries of the District at any place designated by the Board and whenever a public hearing is either required by law or requested by a majority of the Board.

Section 11.08. **Place of Meetings.** The meetings of the Board or any committee designated by the Board shall be held at the principal office of the District or at any other place within or without the boundaries of the District that a majority of the Board or any such committee may designate so long as the meeting place is ADA accessible and has adequate facilities to allow for telephonic participation of any Director if and when a Director gives advanced notice of his/her intention to participate telephonically. When there is legitimate business need to conduct business in a location outside of the District, a Committee or Task Force may agree to meet outside the District. Such meeting of a Committee or Task Force shall be conducted in such a manner that allows for public participation and shall be open to the public.

Section 11.09. **Notice of Meetings.** All meetings of a quorum of members of the Board, and any closed meetings, held for the purpose of formulating public policy or taking any action within the authority or delegated authority of the Board shall be held only after reasonable notice to the public. Normally, the Board shall set its regularly scheduled monthly meetings at the beginning of the year in its Open Meetings Act Resolution. But nothing herein shall be deemed to alter or amend meeting dates and notices so long as the meetings are noticed legally and in compliance with the Open Meetings Act. To comply with the Open Meetings Act the Board shall:
(a) determine at least annually in a public meeting what notice for a public meeting is reasonable;
(b) such notice shall include broadcast stations licensed by the FCC and general circulation newspapers that have provided written request for such notice;
(c) meeting notices shall include an agenda containing a list of specific items of business to be discussed or transacted at the meeting and information on how the public may obtain a copy of the agenda;
(d) the agenda shall be available at least twenty-four (24) hours prior to the meeting, except for emergency meetings;
(e) only items appearing on the agenda may be discussed at the meeting.

Section 11.10. **Recesses and Adjournments.** Nothing herein contained shall be construed to prevent the recess or adjournment of a regular or special meeting to any place within the District designated by the Board of Directors.

Section 11.11. **Waiver of Notice.** A Director may in writing waive notice to him/her of any meeting of the Board, either before, at, or after the meeting; and his waiver shall be deemed the equivalent of giving notice. Attendance of a Director at a meeting shall constitute waiver of notice of that meeting unless he/she attends for the express purpose of objecting to the transaction of business because the meeting has not been lawfully called or convened.

Section 11.12. **Agenda Subjects**.

(a) Subjects may be placed on the agenda by the Board Chair, the Executive Director or in the Chair's discretion upon written request of any Director.

(b) No action shall be taken by the Board on subject matters which were not stated on the agenda in the notice posted for the meeting. The Board may recite specific factual information or existing policy in response to an inquiry made at a meeting about a subject which was on the agenda. Any deliberation, discussion or decision with respect to the inquiry shall be limited to a proposal to place such a subject on the agenda for a subsequent meeting of the Board for which notice shall be provided. The Chair shall place on the subsequent meeting agenda any item requested by a majority of the Board.

Section 11.13. **Minutes**. The Board shall keep written minutes of all its meetings. The minutes shall include at a minimum:

(a) The date, time, and place of the meeting;

(b) The names of the members in attendance and those absent;

(c) The substance of proposals considered and a record of any decisions and votes taken showing how each member voted.

All minutes are open to public inspection. Draft minutes shall be prepared within ten (10) working days after the meeting and shall be approved, amended, or disapproved at the next Board meeting where a quorum is present. Minutes are not official until approved by the Board and signed by the Secretary.

Section 11.14. **Closed Meetings**. The Any meeting closed pursuant to the Open Meetings Act must follow the following procedures:

(a) If closed in open meeting, such closure shall be approved by majority vote of those present and voting. The authority to close shall be stated on the Agenda or verbally by the maker of the motion. The subject(s) to be discussed shall be stated with reasonable specificity, and the vote, taken in open meeting, shall be recorded indicating the vote of each member of the Board. Only those subjects announced or voted on prior to closure shall be discussed in closed meeting and no action shall be taken in the closed portion of a meeting;

(b) If called when the Board is not in open meeting, the closed meeting shall not be held until appropriate public notice is given to the members of the Board and the general public stating the specific law authorizing closure and stating with reasonable specificity the subject(s) to be discussed;

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed or the minutes of the next open meeting, if the closed meeting was scheduled separately, shall state that the subjects discussed in the closed meeting were limited to those specified in the motion for closure or the notice of closed meeting and shall be approved by the Board as for all other minutes.

ARTICLE XII
ADVISORY COMMITTEES

Section 12.01. **Formation of Committees**. The Board may form committees as it deems appropriate. All committees of the NCRTD shall be advisory committees and shall have no independent authority to make decisions for the District. Committees will generally be formed by written Board resolutions or these Bylaws but may be formed by any formal action of the Board where the Board deems the formation of an advisory body expedient or necessary. Committee chairs shall be appointed by the Board chair or elected by the committee itself if the Board when so authorized by the Chair.

Section 12.02. **Types of Committees**. Committees of the Board shall be classified as standing or special and shall be advisory to the Board. In order to broaden input to the Board and encourage community involvement, the Board may appoint individuals who are not members of the Board to serve on any standing or special committee of the Board. Each committee shall have the power only as stated in these Bylaws or as conferred by the Board. The Executive Director shall serve as an *ex officio* member of each committee appointed by the Board, unless otherwise designated in these Bylaws or by the Board.

Section 12.03. **Standing Committees**. The following committees are designated as "standing committees" of the Board of Directors. Any Member of the Board is welcome to attend any committee meeting, but the actual regular members assigned to that committee will determine a quorum. All Standing Committees will be committees of the whole. As to all Board committees of the whole, a quorum will be reached with eight regular members participating.

a) **Tribal Committee**. This committee will study, discuss and address issues related to the provision of transit services for Tribal Members of the District. The committee will consist of all tribal members of the District. The committee will meet on an as needed basis. The committee will keep minutes of its meetings and will forward all recommendations to the Board of Director's for possible action.

b) **Finance Subcommittee**. This committee may deal with all administrative, land and facility acquisition and financial matters that would require Board action as submitted by the Executive Director, but not limited to the budget, collective bargaining, and human resource policies. This committee will also meet and serve as the entry and exit committee for purposes of the annual audit. The actual duties, membership and functions of this committee will be prescribed by resolution of the Board of the Directors.

c) **Sustainability Committee**. This committee is charged with holding meetings, performing analysis and providing recommendations to the Board on all issues pertaining to the NCRTD's sustainability. The committee will meet on an as needed basis.

Section 12.04. **Special Committees.** The Board may also appoint Special Advisory Committees to advise the Board. The members of these Special Advisory Committees may include Directors, official designees, and Officers of the District as well as individuals not members of the Board. Special Advisory Committees shall not be authorized to exercise any power of the Board.

Section 12.05. **Committee Meetings.** A committee meeting may be called at any time by the committee chair or a simple majority of the committee members upon legal notice as required by

these Bylaws. Committees may propose rules of order and procedures to the Board which, if adopted by the Board, shall govern the matters addressed in the rules.

Section 12.06. **Telephone Conference**. Committee meetings may be held by telephone conference or use of similar equipment, pursuant to the requirements of the Open Meetings Act. Committee meetings held by teleconference are open meetings and such meeting will be held in a location where the public may listen to the proceedings. All committee meetings shall be held in ADA accessible locations.

ARTICLE XIII
EXECUTIVE DIRECTOR

Section 13.01. **Executive Director.** The Board shall appoint an Executive Director who shall serve for such term and upon such conditions, including salary, as the Board of Directors, from time to time, may establish. The Board shall enter into an employment contract with such Executive Director which shall specify the terms and conditions of his or her employment.

Section 13.02. **Authority and Duties**. The Executive Director shall be the chief executive officer of the District, shall supervise the activities of the District, shall see that all policies, directions and orders of the Board are carried out and shall, under the supervision of the Board, have such other authority, powers, or duties as may be prescribed by the Board. The Executive Director shall:

(a) Sign contracts or agreements with Vendors or service providers that are necessary to carry out the purposes of the District, provided however that they involve less than $100,000, and are included in a duly approved budget. Expenses over $100,000 shall be approved by the Board and signed by the appropriate officers and agents of the District;
(b) Appoint, hire, discharge and retain employees, agents, engineers, attorneys, accountants, financial advisors, investment bankers, and other consultants as approved through the budget process;
(c) Dispose of assets of the District, provided, however that the assets are no longer useful to the District and have a nominal market value and that any asset disposal is expressly approved by the Board or its Committees where the law so requires;
(d) Sign contracts or agreements when authorized to do so by the Board regardless of the contract amount;
(e) Report to the Board at the monthly meeting on the operations and progress of the projects of the District and upon all other matters within his or her knowledge which may be of concern to the Board of Directors of the District;
(f) Prepare an annual budget and maintenance of financial records and books of account, and preparation of a monthly financial statement.
(g) Negotiate collectively bargained agreements as required.
(h) Staff and attend such Committee meetings as may be required.
(i) Perform any other duties legally delegated to the NCRTD staff by the Board.

ARTICLE XIV
GENERAL PROVISIONS

Section 14.01. **Fiscal year.** The Fiscal year of the District and its affiliate organizations shall begin on the first day of July and end on the last day of June of each year. Because of the extensive

involvement of federal government in transit, the federal fiscal year may be utilized internally or for reporting purposes where so required by grants or agreements with the federal government but the District, as a subdivision of the State of New Mexico, shall nevertheless maintain its finances at all times in compliance with New Mexico law.

Section 14.02. **Ownership of Documents.** Written records and other documents relating to the District are the property of the District and shall be filed and maintained under the authority of the Executive Director and shall be maintained in accordance with New Mexico laws including but not limited to the various public records laws contained in Chapter 14 of the New Mexico statutes.

Section 14.03. **Review, Approval and Amendments.** These Bylaws shall be reviewed from time to time, with any amendments approved by an affirmative vote of no less than two thirds of the voting units of the members.

Section 14.04. **Annual Budget**. The Board shall approve an annual budget and submit the annual budget to the State each year for approval in a timely fashion.

(a) The Executive Director shall prepare annually a preliminary budget, including therein operation and maintenance expenses, debt service, and provision for capital expenditures for the ensuing fiscal year. In the preparation of such preliminary budget and every annual budget the classifications and divisions into which such budget shall be divided shall conform to rules and regulations issued by the Local Government Division (LGD) of the Department of Finance and Administration (DFA), State of New Mexico. Every preliminary budget shall also set forth a statement of the sources of funds and estimated revenues available to defray such expenditures. Every preliminary budget shall be based as a minimum on a five (5) year long term financial plan.

(b) The Board of Directors shall hold a public hearing on the preliminary budget in accordance with State law.

(c) As provided by State law the Board of Directors shall adopt the annual budget for each succeeding fiscal year by or before May 15. Copies of the annual budget shall be filed in the office of the District and as designated by State statutes and furnished to any interested party upon request or made available online.

(d) The Board may, by an affirmative vote of the majority of the Directors in attendance, adopt an amended annual budget when reasonable and necessary, subject to contractual conditions or requirements existing at the time the need for such an amendment arises. The Board must approve all increases or decreases to the net operating expense line, total capital budget line and total operating revenue line of the District's operating and capital budgets.

Section 14.06 **Appropriations.** The Executive Director may approve all revisions to departmental budgets or between departmental budgets without reporting such changes to the Board provided that the revisions do not result in any changes to the net operating expense line or total revenue line of the Districts operating and capital budgets.

Section 14.07 **Annual Audit.** The Board of Directors shall cause an annual examination of the District's financial statements to be made in accordance with generally accepted auditing standards and New Mexico statutes following the end of the each fiscal year. The audit shall be performed by an independent Certified Public Accountant retained by the Board of Directors at their sole discretion for this or any other purpose they deem necessary. The auditor shall provide a signed auditor's

opinion as to the fair presentation of the financial position of the District, the results of District operations and changes in its financial position for the fiscal year ended. The annual audit shall be open to public inspection when release for such by the Office of the State Auditor.

Section 14.08 **Annual Report.** The Board shall publish an annual report setting forth in sufficient scope and detail the more important acts concerning the business and services of the District, the regional transit system being provided, and how it is being financed.

These Bylaws Amended this 5th day of February, 2016.

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Daniel Barrone, Chairman

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 5, 2016

Agenda Item - D

Title: A discussion of the amended NCRTD Social Media Policy and adoption of Resolution No. 2016-07 adopting the amended NCRTD Social Media Policy.

Prepared By: Jim Nagle, Public Information Officer

Summary: The use of social media amongst transit agencies has become a standard means of disseminating information to riders and stakeholders. It allows the NCRTD to share information beyond the conventional website experience and creates a platform for addressing issues important to its riders and those who might use the system.

Background: Last year the NCRTD Board adopted its social media policy and requested that, particularly in respect to Facebook, the medium be used explicitly for the use of disseminating information to the public in a one-way form of communication. Shortly after that time, Facebook's Terms of Use changed that would allow one to prevent people from posting on a Timeline, but not preventing them from commenting on your posts. We are bringing the policy back to seek approval to move forward with the policy allowing users to comment on District posts. Not being able to engage in social media is hurting District opportunities for marketing and promotion, and being able to better inform the public and build ridership. Social media has become commonplace with government at all levels, as well as our own member entities and transit agencies nationwide.

Recommended Action: It is recommended that the Board approve Resolution No. 2016-07 which authorizes the establishment of an amended social media program for the District.

Options/Alternatives: Not approving the policy could place us at a disadvantage for information sharing through digital forums that have becoming an increasingly popular means for gaining information.

Fiscal Impact: Minimal cost could be incurred (less than $1000) if promotion to increase viewers/followers were to be engaged.

Attachments:
Resolution No. 2016- 07 adopting the amended NCRTD Social Media Policy

North Central Regional Transit District (NCRTD)
Resolution No. 2016-07

ADOPTION OF THE AMENDED NCRTD SOCIAL MEDIA POLICY

WHEREAS, the NCRTD's presence on social media platforms create a forum for information about issues that are important to customers; and

WHEREAS, social media allows the NCRTD to share information beyond the conventional website experience; and

WHEREAS, social media as a means of obtaining and sharing information has grown exponentially in a few short years and is expected to continue; and

WHEREAS, the use of social media amongst transit agencies has become a standard means of disseminating information to riders and stakeholders; and

WHEREAS, the launch of the Intelligent Transportation System has expanded the District's appeal to a new ridership, comfortable with digital technologies, who tend to be users of social media; and

WHEREAS, the NCRTD desires to implement and move forward with the stated social media policy.

NOW THEREFORE BE IT RESOLVED BY THE NCRTD BOARD THAT, the amended NCRTD Social Media Policy is approved and adopted as amended and attached hereto as "NCRTD Social Media Policy" on this 5th day of February, 2016.

_____
Daniel Barrone, Chair

Approved as to form:

_____
Peter Dwyer, Counsel

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North Central Regional Transit District
Social Media Policy

The North Central Regional Transit District's (NCRTD) presence on social media platforms creates a medium for sharing information about issues that are important to customers. Social media allows the NCRTD to share information beyond the conventional web experience. However, the NCRTD encourages anyone interested in more information to visit its official website, ncrtd.org.

Social media venues could include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Google+ and LinkedIn, and all applicable rules and guidelines will be applied to those and appropriate new platforms.

The NCRTD's use of social media is intended to disseminate information from the District to the user.

Privacy

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North Central Regional Transit District
Social Media Policy

The North Central Regional Transit District's (NCRTD) presence on social media platforms creates a medium for sharing information about issues that are important to customers. Social media allows the NCRTD to share information beyond the conventional web experience. However, the NCRTD encourages anyone interested in more information to visit its official website, ncrtd.org.

Social media venues could include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Google+ and LinkedIn, and all applicable rules and guidelines will be applied to those and appropriate new platforms.

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Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 5, 2016

Agenda Item – E

Title:
Discussion and Approval of Award of Bid Construction- ADA-Compliance of Bus Stops

Prepared By:
Stacey McGuire, Planning, Projects & Grants Manager

Summary:
NMDOT awarded the NCRTD $165,000 in FFY15 (as well as $87,500 in FFY14 for planning and design) through the Transportation Alternative Program (TAP) to construct ADA-compliant bus stops based on the NCRTD's recently adopted ADA Transition Plan. The NCRTD is looking to move forward in the construction of ADA-compliant bus stops and facilities. Construction is anticipated to begin March 2016 and be completed by June 30, 2016.

An Invitation For Bids (IFB) was advertised on December 29, 2015 in the Albuquerque Journal, Rio Grande Sun and Dodge Reports, as well as our website. A non-mandatory Pre-bid meeting was held on January 12, 2016 with two attendees. The bid submittal deadline was January 28, 2016 (at 200p). One (1) bid was received.

This was a Re-bid of CN5100972 due to concerns related to state wage rates inclusion in the original IFB, as well as to clarify the NMDOT-required inclusion of all bidding contractors on its "Contractor Prequalification List". The original IFB was issued October 9, 2015 and had a bid submittal deadline of November 10, 2015.

Background:
In September of 2013, the NCRTD Board approved Staff's request to apply for Federal Fiscal Year 2014 Transportation Alternatives Program (TAP) funding to perform a systemwide bus

stop and facilities assessment which will result in a prioritized ADA Transition Plan to be used by the NCRTD to complete the renovations required by FTA to bring all NCRTD bus stops and facilities into ADA compliance. The NCRTD was awarded $87,500 for Phase I Planning and Design in FFY2014 and $165,000 for construction in FFY2015.

Phase I Planning and Design has been executed by Wilson & Company, with Scott Perkins as the Project Manager.

Recommended Action:

1. Authorize the Executive Director to execute a construction contract with Allied 360 Construction, LLC not to exceed $137,550.00 (not inclusive of GRT)

2. Set an overall project budget to include but not exceed $195,960.97 inclusive of GRT.

   Overall Project costs are estimated to break down as follows:
   - Construction- $162,789.47
   - 10% Construction Contingency- $15,000.00
   - Project Management (estimated)- $18,171.50

TAP FFY15 Award was in the amount of $165,000.00 (includes Federal and local share). Any costs incurred above $165,000.00 will be the responsibility of the NCRTD and will be paid out of GRT.

Please note, any action taken by the NCRTD Board regarding the Award of Bid Construction-ADA-Compliant Bus Stops is contingent upon NMDOT and FHWA approval of the NCRTD Staff recommended Contractor.

Options/Alternatives:

1. Take no action; or
2. Adopt the recommendations, (recommended); or
3. Not adopt the recommendations and provide further direction to Staff.

Fiscal Impact:

To not approve Staff's recommendation of Contractor for the ADA-Compliant Bus Stop construction in FFY15, could jeopardize current and future TAP funding.

Attachments:

- Invitation For Bids (IFB)
- IFB Required Documents for Bid Submittal for Construction of ADA-Compliant Bus Stops
- Submitted Bid from Allied 360 Construction, LLC for Construction of ADA-Compliant Bus Stops
- Bid Summary

INVITATION FOR BID

IFB #2015-003R

North Central Regional Transit District
Rio Arriba County, New Mexico
December 22, 2015

INVITATION FOR BID

North Central Regional Transit District (NCRTD) is soliciting bids for the construction of nine (9) ADA-compliant bus stops along Riverside Drive in Española, Rio Arriba County, New Mexico (Project). Sealed bids will be received until **January 28, 2016, at 2:00 pm** (local prevailing time), and can be submitted in person or by mail to the North Central Regional Transit District Finance Department at 1327 N Riverside Dr, Española, NM 87532, Attention: Mr. Troy Bingham, Finance Director. Bids received after this time will not be accepted. Bids will be opened and read aloud at the same location. The Project scope consists of the following work:

To provide all labor, supervision, equipment, tools, materials, and incidentals required to construct the nine (9) ADA-compliant NCRTD bus stops, including but not limited to the construction of bus stop infrastructure such as concrete pad work, sidewalk transition work and bus stop area backfill; installation of bus stop facilities; traffic and safety controls; and associated site improvements. All equipment, materials and installation work shall comply with all local, state, and federal rules and regulations.

Beginning on December 30, 2015, Bid Documents may be purchased online at Dodge Reports (Dodge Reports) for a fee. Bid Documents can also be purchased for $100.00 each set (non-refundable) from: Wilson & Company, Inc., Engineers and Architects, 4900 Lang Ave NE, Albuquerque, New Mexico, 87109. Checks should be made payable to Wilson & Company. Only complete sets of Bid Documents will be issued. If required, Bid Documents can be shipped via regular mail. Documents are non-returnable and all charges for documents and mailing expenses are non-refundable.

Bid documents consisting of Contract Book and Construction Plans may be obtained at the following locations:

Dodge Reports: http://construction.com/

Wilson & Company, Inc., Engineers and Architects, 4900 Lang Ave NE, Albuquerque, New Mexico, 87109

North Central Regional Transit District: ncrtd.org

All questions about the meaning or intent of the Bidding Documents are to be submitted in writing to NCRTD, Attn: Troy Bingham (troyb@ncrtd.org) .Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda posted on ncrtd.org or delivered to all parties recorded by Engineer as having received the Bidding Documents. Questions received less than seven (7) days prior to the date for opening of Bids may not be

answered. Only questions answered by Addenda as posted on ncrtd.org will be binding. Oral and other interpretations or clarifications will be without legal effect.

To qualify, all bids shall be submitted using the Bid Form furnished, a copy of which is bound in the Contract Book; incomplete or segregated bids will not be accepted.

Bids must be accompanied by a bid bond as specified in the Instructions for Bidders. A pre-bid conference will be held and bidders are encouraged to attend. The pre-bid conference will be held at 10:00 AM at the NCRTD Administrative Offices at 1327 N Riverside Dr, Española, NM 87532. Qualifications of bidders will be required as detailed in the Instructions for Bidders. Construction shall comply with the requirements contained in the New Mexico Department of Transportation Standard Specifications for Highway and Bridge Construction 2014 Edition.

This bid will be awarded to the lowest responsive and responsible bidder as dictated by NCRTD Procurement Office.

Anticipated project timeline:

Tuesday December 29, 2015- Invitation For Bid Requested

Tuesday January 12, 2016, 10:00 AM Pre-bid Meeting (non-mandatory) at NCRTD

Thursday January 28, 2016, 2:00 PM Sealed Bid Opening

Tuesday February 2, 2016- NCRTD Board Approval of Contract Award

Contractor and NCRTD agree to work together to identify a date for Notice to Proceed (dependent on weather constraints), anticipated to begin around March 1, 2016

The Project is to be completed by June 30, 2016

BID FORM

North Central Regional Transit District
1327 N. Riverside Drive
Española, New Mexico 87532

I/~~We~~ hereby propose to construct in accordance with CN#5100972 general terms, conditions and specifications.
Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

NMDOT Contractor Pre-Qualification: **Yes** ☑ **No** ☐

My/Our price(s) is as follows:

Bid Price $ 149,950.00

BIDDER: Allied 360 Construction, LLC TELEPHONE: (505) 470-5779
ADDRESS: P.O. Box 1913 Espanola, New Mexico 87532
BIDDER'S DEPARTMENT OF WORKFORCE SOLUTIONS REGISTRATION No. 002432820121212
*BIDDER'S LICENSE No. 359136 * LICENSE CLASSIFICATION(S) ** See Attached**

* Not Required for Bidding on Federally funded Projects

The Bidder proposes to construct this NCRTD Project at the prices quoted in the Bid Schedule and in accordance with the Contract. The Contract includes the Advertisement, Bid Form, Bid Schedule, Contract Bond, Standard Specifications, Supplemental Specifications, Addenda, Notice to Contractors, Plans, Standard Drawings, Notice to Proceed, Change Orders and agreements that are required to complete the construction of the Work in an Acceptable manner, including authorized extensions thereof, all of which constitute one instrument. The contents of the Contract are incorporated by reference herein.

The submission of a Bid with shall be considered the Bidder's certification that it is exercised Pre-Bid Due Diligence and shall be considered prima facie evidence that the Bidder accepts the conditions to be encountered in performing the Work and accepts the provisions and requirements of the Contract. Pre-Bid Due Diligence is the Bidder's exercise of due diligence before submittal of a Bid which includes the careful, independent examination of the site of the proposed Work, including Material pits and haul Roads, the Bid Package, all Contract documents including Standard Specifications, Special Provisions, Supplemental Specifications, and Standard Drawings and boring logs which representative of the condition at the precise location where each boring was made but conditions may vary between boring locations.

Contract Time is in the Advertisement. The Bidder shall commence Work within the timeframe specified in the Notice to Proceed, when issued, incorporated herein by reference.

Overcharges resulting from antitrust violations are borne by the NCRTD. Through the submission of the Bid, the Bidder certifies that the Bidder is duly authorized to assign, sell, convey, and transfer to the NCRTD all right, title and interest to all claims and causes of action the Bidder has or may acquire under state or federal antitrust laws provided that the claims or causes of action are related to the goods, Material or services that are the subject of this Contract and to the extent that the same are passed on to the NCRTD. Additionally, the Bidder certifies that it will require all its Subcontractors at all tiers to assign all federal and state antitrust claims and causes of action as described in this paragraph to the NCRTD. The provisions of this paragraph shall become effective at the time the NCRTD executes this Contract without further acknowledgement from the Bidder of the Bidder's Subcontractors at all tiers.

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

PERFORMANCE BOND

CONTRACTOR *(name and address)*:
Allied 360 Construction, LLC
P.O. Box 1913
Espanola, New Mexico 87532

SURETY *(name and address of principal place of business)*:
Old Republic Surety Company
17505 North 79th Avenue, Suite 205A
Glendale, Arizona 85308

OWNER *(name and address)*:
Patrick Herrera
P.O. Box 1913 Espanola, New Mexico 87532

CONSTRUCTION CONTRACT
Effective Date of the Agreement: March 1, 2016
Amount: $149,950.00
Description *(name and location)*: Construction of Bus Stops in Espanola

BOND
Bond Number: 1262096
Date *(not earlier than the Effective Date of the Agreement of the Construction Contract)*: January 25, 2016
Amount: $149,950.00
Modifications to this Bond Form: ☑ None ☐ See Paragraph 16

Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Performance Bond to be duly executed by an authorized officer, agent, or representative.

CONTRACTOR AS PRINCIPAL

Allied 360 Construction, LLC *(seal)*
Contractor's Name and Corporate Seal

By: Patrick Herrera
Signature

Patrick Herrera, P.O. Box 1913 Espanola, NM 87532
Print Name and Address for Notices

Managing Member
Title

Attest: M Martinez
Signature

Office Manager
Title

SURETY

** See Attached** *(seal)*
Surety's Name and Corporate Seal

By: _____
Signature *(attach power of attorney)*

_____
Print Name and Address for Notices

_____
Title

Attest: _____
Signature

_____
Title

Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party shall be considered plural where applicable.

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ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

PAYMENT BOND

CONTRACTOR *(name and address)*:
Allied 360 Construction, LLC
P.O. Box 1913
Espanola, New Mexico 87532

SURETY *(name and address of principal place of business)*:
Old Republic Surety Company
17505 North 79th Avenue, Suite 205A
Glendale, Arizona 85308

OWNER *(name and address)*:
Patrick Herrera, P.O. Box 1913 Espanola, New Mexico 87532

CONSTRUCTION CONTRACT
Effective Date of the Agreement: March 1, 2016
Amount: $149,950.00
Description *(name and location)*: Construction of Bus Stops in Espanola

BOND
Bond Number: 1262096
Date *(not earlier than the Effective Date of the Agreement of the Construction Contract)*: January 25, 2016
Amount: $149,950.00
Modifications to this Bond Form: ☑ None ☐ See Paragraph 18

Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Payment Bond to be duly executed by an authorized officer, agent, or representative.

CONTRACTOR AS PRINCIPAL	**SURETY**
Allied 360 Construction, LLC *(seal)*	** See Attached ** *(seal)*
Contractor's Name and Corporate Seal	Surety's Name and Corporate Seal
By: Patrick Herrera	By:
Signature	Signature *(attach power of attorney)*
Patrick Herrera, P.O. Box 1913 Espanola, NM 87532	
Print Name and Address for Notices	Print Name and Address for Notices
Managing Member	
Title	Title
Attest: M Martinez	Attest:
Signature	Signature
Office Manager	
Title	Title

Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party shall be considered plural where applicable.

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North Central Regional Transit District

BID SCHEDULE

Project(s): 5100972 DATE:

TIME:

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	BID AMOUNT
417000	MISCELLANEOUS PAVING	60	SQ. YD.	$166.66	$10,000.00
601000	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	1	L.S.	$22,000	$22,000.00
608004	CONCRETE SIDEWALK 4"	155	SQ. YD.	$200	$31,000.00
608006	CONCRETE SIDEWALK 6"	50	SQ. YD.	$275	$13,750.00
618000	TRAFFIC CONTROL MANAGEMENT	1	L.S.	$24,000	$24,000.00
621000	MOBILIZATION	1	L.S.	$8,000	$8,000.00
667500	BOLLARD	8	EACH	$600	$4,800.00
701100	STEEL POST AND BASE POST FOR ALUMINUM PANEL SIGNS	40	LIN. FT.	$110	$4,400.00
702810	TRAFFIC CONTROL DEVICES FOR CONSTRUCTION	1	L.S.	$24,000.00	$24,000.00
901000	CONTRACTOR PROCESSS QUALITY CONTROL	1	L.S.	$8,000.00	$8,000.00

TOTAL AMOUNT BID (NOT INCLUDING NMGRT) $149,950.00

AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

THIS AGREEMENT is by and between North Central Regional Transit District ("Owner") and Allied 360 Construction, LLC ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: Transit Stops – ADA Transition Plan - Riverside Dr Espanola, New Mexico

ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Wilson and Company Inc., Engineers and Architects.

3.02 North Central Region Transit District has retained Wilson and Company Inc., Engineers and Architects ("Engineer") to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

A. The Work will be substantially completed on or before **June 30, 2016**, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before 07/01/16

4.03 *Liquidated Damages*

A. Contractor and North Central Region Transit District recognize that time is of the essence as stated in Paragraph 4.01 above and that North Central Region Transit District will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by North Central Region Transit District if the Work is not completed on time. Accordingly, instead of requiring any such proof, North Central Region Transit District and Contractor agree that as liquidated damages for delay (but not as a penalty):

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1. Substantial Completion: Contractor shall pay North Central Region Transit District $800 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is substantially complete.

2. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay North Central Region Transit District $800 for each day that expires after such time until the Work is completed and ready for final payment.

3. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

A. Contractor will complete the attached Bid Form. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item):

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

B. Total Unit Price Work (subject to final Unit Price adjustment) $149,950.00.

C. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 25th day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments

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previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract

a. _____ percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and

B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 90% percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 10% percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 – CONTRACTOR'S REPRESENTATIONS

7.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.

B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.

F. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies,

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or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

J. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 8 – CONTRACT DOCUMENTS

8.01 *Contents*

A. The Contract Documents consist of the following:

1. This Agreement (pages ~~1~~ 12 to 19, inclusive).
2. Performance bond (pages 4 to 6, inclusive).
3. Payment bond (pages 7 to 10, inclusive).
4. Other bonds.
   a. Bid Bond (pages 21 to 22, inclusive).
5. General Conditions (pages ___ to ___, inclusive).
6. Supplementary Conditions (pages ___ to ___, inclusive).
7. Specifications as listed in the table of contents of the Project Manual.
8. Drawings (not attached but incorporated by reference) consisting of 23 sheets with each sheet bearing the following general title: ___ [or] the Drawings listed on the attached sheet index. ADA Curb Ramp Documentation
9. Addenda (numbers 0 to 0, inclusive).
10. Exhibits to this Agreement (enumerated as follows):
    a. Contractor's Bid (pages 11 to 11, inclusive).
11. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
    a. Notice to Proceed.
    b. Work Change Directives.
    c. Change Orders.
    d. Field Orders.

B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

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IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on 03/01/2016 (which is the Effective Date of the Contract).

OWNER:	CONTRACTOR:
_____	Allied 360 Construction, LLC
By: _____	By: Patrick Herrera
Title: _____	Title: Managing Member
	(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)
Attest: _____	Attest: M Martinez
Title: _____	Title: Office Manager
Address for giving notices:	Address for giving notices:
_____	P.O. Box 1913
_____	Espanola, New Mexico 87532
_____	_____
	License No.: 359136 *(where applicable)*
(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)	*NOTE TO USER: Use in those states or other jurisdictions where applicable or required.*

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New Mexico Department of Transportation ("NMDOT")
Bidder's List of Quoters for the Disadvantaged Business Enterprise ("DBE") Program

Control Number ("CN"): 5100972

BIDDER: Allied 360 Construction, LLC TELEPHONE: (505) 470-5779
ADDRESS: P.O. Box 1913 Espanola, New Mexico 87532

The NMDOT establishes the New Mexico DBE goal using the mechanism of a Bidder's list per 49 C.F.R. § 26.45 (2014). The Bidder's list shall contain all quotes, from both DBE and non-DBE quoters, received by the Bidder and shall be submitted with the Bid. The term "quoter" shall include Subcontractors and Suppliers.

Failure of the Bidder to comply with this Bidder's List of Quoters shall render the Bid non-responsive and the Bid shall be rejected.

Name of Contractor, Subcontractor or Supplier	Address	DBE	Non-DBE
Not Applicable			

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PENAL SUM FORM

BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

BIDDER *(Name and Address)*:
Allied 360 Construction, LLC
P.O Box 1913
Espanola, New Mexico 87532

SURETY *(Name, and Address of Principal Place of Business)*:
Old Republic Surety Company
17505 North 79th Avenue, Suite 205A
Glendale, Arizona 85308

OWNER *(Name and Address)*:
Patrick Herrera
P.O. Box 1913
Espanola, New Mexico 87532

BID

Bid Due Date: January 28, 2016

Description *(Project Name— Include Location)*: Construction of Bus Stops in Espanola, NM 87532

BOND

Bond Number: 1262096

Date: January 25, 2016

Penal sum One Hundred Forty Nine Thousand Nine Hundred Fifty Dollars and $ 149, 950.00
(Words) No Cents (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER	**SURETY**
Allied 360 Construction, LLC (Seal)	** See Attached ** (Seal)
Bidder's Name and Corporate Seal	Surety's Name and Corporate Seal
By: Patrick Herrera	By:
Signature	Signature (Attach Power of Attorney)
Patrick Herrera	
Print Name	Print Name
Managing Member	
Title	Title
Attest: M Martinez	Attest:
Signature	Signature
Title Office Manager	Title

Note: Addresses are to be used for giving any required notice.
Provide execution by any additional parties, such as joint venturers, if necessary.

North Central Regional Transit District ("NCRTD")
Disadvantaged Business Enterprise ("DBE") Goal

Form A-585

Control Number ("CN"): 5100972

Bidder Allied 360 Construction, LLC Telephone: (505) 470-5779
Address: P.O. Box 1913 Espanola, New Mexico 87532

Contractor's DBE Liaison Officer: _____
Total Bid Amount $_____

Contractors DBE Participation _____

Dollar Estimate and Participation $ 0 or 0 %.

For this Project the DBE participation goal is in the Advertisement. If the Bidder can meet the DBE goal it shall complete this form and submit the same before Bid Opening. If the Bidder is unable to meet the goal it shall submit evidence of its good faith efforts taken to meet the goal by 4:30 PM, local prevailing time, seven (7) Days after Bid Opening per 49 C.F.R. § 26.53 (b)(3) (2014).

Good faith efforts require that the Bidder show that it took all necessary and reasonable steps to achieve this Project's DBE goal. The necessary and reasonable steps are expected, by their scope, intensity, and appropriateness to the objective of meeting this Projects DBE goal, to obtain sufficient DBE participation. Good faith efforts include, but are not limited to, those described in the Federal Requirements Notice to Contractors and 49 C.F.R. Pt. 26, Appendix A (2014).

If the NCRTD determines that the Bidder has failed to make good faith efforts to meet the DBE goal the Bidder is entitled to seek administrative reconsideration per 49 C.F.R. § 26.53 (d).

Name of Certified DBE Contractor, Subcontractor or Supplier	Address	NAICS Code for DBE	Item No.(s) of Work Description	Proposed Amount (round to nearest dollar)
Not Applicable				

Bidders shall use certified DBEs contained in the DBE directory required by 49 C.F.R. § 26.81(g) (2011).Bidders shall confirm that the DBE is certified at the following link:

https://nmdot.dbesystem.com/FrontEnd/VendorSearchPublic.asp?TN=nmdot&XID=5347

Failure to comply with the requirements of the DBE Goal Form A-585 shall render the Bid non-responsive and the Bid shall be rejected.

New Mexico Department of Transportation ("NMDOT")
Non-Debarment Certification

Control Number ("CN"): 5100972

BIDDER: Allied 360 Construction, LLC TELEPHONE: (505) 470-5779
ADDRESS: P.O. Box 1913 Espanola, New Mexico 87532

The Federal Highway Administration suspends or debars contractors to protect taxpayer dollars and the NMDOT is required to Award Contracts to responsible Bidders. The submission of the Bid is the Bidder's certification that neither it nor its principals are presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this Project by any federal department or agency. The Bidder further agrees that if it is the lowest Responsible Bidder and awarded the Contract then it shall comply with the following:

1. The Contractor shall verify through the SAM.gov website at https://www.sam.gov/portal/SAM/##11 that its Subcontractor(s), at any tier(s), is not presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Project. The result of this verification shall be provided in the NMDOT's permission to subcontract request form number A - 1086 and A – 1087; and

2. If circumstances change to render this certification inaccurate then the Contractor shall provide the changed circumstances immediately in writing to the Project Manager.

If the Contractor knowingly makes a false certification the NMDOT may take any available actions under the Contract.

Failure to acknowledge the terms and conditions above shall render the Bid non-responsive and the Bid shall be rejected.

I acknowledge

New Mexico Department of Transportation ("NMDOT")
Pay Equity Reporting Acknowledgement
New Mexico Executive Order 2009-049

Control Number ("CN"): 5100972

BIDDER: Allied 360 Construction, LLC TELEPHONE: (505) 470-5779
ADDRESS: P.O. Box 1913 Espanola, New Mexico 87532

Pre-Award

The State of New Mexico requires the lowest Responsible Bidder to, in order to contract with Executive Branch Agencies, including the NMDOT, comply with Executive Order 2009-049. To comply with the Executive Order, after receipt of the notice of preliminary award of contract, the lowest Responsible Bidder shall submit per the notice of preliminary award of contract either form PE10-249 or PE250 depending on its number of employees at the time it receives the notice of preliminary award of contract.

Failure of the lowest Responsible Bidder to comply with this Pay Equity Reporting Acknowledgement may constitute just cause for cancellation of the Award and the forfeiture of the Bid Guaranty.

Exemptions exist regarding compliance with the Executive Order. The Executive Order and required forms can be obtained from the following link:

http://www.generalservices.state.nm.us/statepurchasing/pay_equity.aspx

Post-Award

If Contract Time extends beyond one (1) year from the date in the Notice to Proceed, then within ten Days of the annual anniversary date of the Notice to Proceed, the Contractor shall submit to the Project Manager an updated form PE 10-249 or PE250 depending on the number of employees it has at that time.

If at the expiration of Contract Time, more than 180 Days has elapsed since submittal of the last PE 10-249 or PE250, the Contractor shall submit to the Project Manager an updated form PE 10-249 or PE250.

If a Subcontractor, at any tier, performs ten percent or more of the Total Original Contract Amount and has ten or more employees or eight (8) employees in the same job classification then the Contractor shall submit to the Project Manager the PE 10-249 or PE250. The Contractor shall submit the appropriate form with the permission to subcontract package forms A-1086 or A-1087.

If a Subcontractor, at any tier, performs ten percent or more of the Total Original Contract Amount and during the performance of this Work grows to have ten or more employees or eight (8) employees in the same job classification then the Contractor shall immediately submit form PE 10-249 or PE250.

Subsequent form PE 10-249 or PE250 submittals, by the Contractor for its Subcontractors, at any tier, shall be due yearly on the anniversary date of the Project Manager's approval of the permission to subcontract package.

Failure of the Contractor to comply with this Pay Equity Reporting Acknowledgement shall result in the NMDOT exercising its remedies under the Contract.

I acknowledge

New Mexico Department of Transportation ("NMDOT")
Subcontractors Fair Practices Act Compliance

Control Number ("CN"): 5100972

BIDDER: Allied 360 Construction, LLC TELEPHONE: (505 470-5779
ADDRESS: P.O. Box 1913 Espanola, New Mexico 87532

The Subcontractors Fair Practices Act, NMSA 1978, §§ 13 – 4 – 31 to – 43 (1995), applies to this Project.

The Subcontractors Fair Practices Act prevents Contractors from bid shopping and bid peddling. The Subcontractors Fair Practices Act requires that Subcontractor quotes received for specific Bid Item Work shall be listed when the quote exceeds the listing threshold identified herein.

For this Project, quotes for street lighting and traffic signals that exceed the listing threshold in the Advertisement shall be listed.

Only one Subcontractor shall be listed below for each Bid Item.

The listing requirements do not apply if the Contractor:

1) Receives no quotes for the Bid Item Work and the Contractor states the same below; or

2) Receives only one quote for the Bid Item Work, the Contractor states the name of the sole quoter below and the designation of sole quoter below only occurs one time.

Bid Item(s)	Subcontractor (and if sole quoter designation as sole quoter)	Address	Quote Amount
Not Applicable			

Failure to list a Subcontractor quote, that no quotes were received, or that a sole quote was received for the Bid Items that exceed the listing threshold is the Contractor's representation that it is qualified and shall self perform the Bid Item Work itself.

Substitutions of listed Subcontractors with other listed Subcontractors or with non-listed Subcontractors are allowed only per Section 13-4-36 and is conditioned upon the written consent of the NMDOT before the substitution occurs.

Failure of the Contractor to comply with the requirements herein shall be grounds for NMDOT's exercising its contractual remedies and the assessment of penalties per Section 13-4-41.

New Mexico DEPARTMENT OF TRANSPORTATION

Via Electronic Mail

December 18, 2015

Allied 360° Construction, LLC
PO Box 1913
Espanola, NM 87532
Email: allied360@windstream.net

RE: Prequalification Packet Approval

Dear Mr. Herrera:

This letter is to inform you that your company's Prequalification Packet has been approved by the New Mexico Department of Transportation (NMDOT). You were approved on 12/18/15 and are now prequalified.

Your prequalified status expires in exactly one year on 12/18/16. Please see the Contractor Prequalification Rule, 18.27.5 NMAC, for further explanation of the expiration and renewal process.

Your renewal packet shall be submitted no later than the close of business seven calendar days before your prequalified status expires. Without timely renewal your prequalified status will automatically terminate.

If you have any questions, concerns or require additional information regarding the prequalification process, please do not hesitate to call me at (505) 476-0901 or Geraldine Aguilar at (505) 476-0917. Thank you.

Sincerely,

Charla Montoya

Charla Montoya
Investigations and Special Inquiries Bureau

Susana Martinez
Governor

Tom Church
Cabinet Secretary

Commissioners

Pete K. Rahn
Chairman
District 3

Ronald Schmeits
Vice Chairman
District 4

Dr. Kenneth White
Secretary
District 1

David Sepich
Commissioner
District 2

Butch Mathews
Commissioner
District 5

Jackson Gibson
Commissioner
District 6

Charla Montoya

New Mexico E-Services for Contractor Licensing

Home Page

Company Details

Company Name	ALLIED 360 CONSTRUCTION, LLC	License Number	359136
Phone Number	5054705779	License Status	Active
Issue Date	11/11/2008	Expiry Date	11/30/2017
Volume	$1000000.00 +		
Address			
PO BOX 1913			
City	ESPANOLA		
State	NM	Zip Code	87532

QP Details

Name	Certificate No	Classification	Attach Date	Status
PATRICK JULIAN HERRERA	359135	GB98	11/11/2008	Attached
PATRICK JULIAN HERRERA	368910	GF08	02/21/2011	Attached
PATRICK JULIAN HERRERA	368986	GF07	02/25/2011	Attached
PATRICK JULIAN HERRERA	369297	GF09	03/17/2011	Attached
PATRICK JULIAN HERRERA	369298	GF03	03/17/2011	Attached
PATRICK JULIAN HERRERA	369891	GA01	05/03/2011	Attached
PATRICK JULIAN HERRERA	369892	GA03	05/03/2011	Attached
PATRICK JULIAN HERRERA	370066	GF04	05/18/2011	Attached
PATRICK JULIAN HERRERA	370501	GF05	06/21/2011	Attached
PATRICK JULIAN HERRERA	373617	GA02	03/23/2012	Attached
PATRICK JULIAN HERRERA	373618	GA04	03/23/2012	Attached
PATRICK JULIAN HERRERA	373619	GF02	03/23/2012	Attached
JULIAN HERRERA	25217905	ES07	05/04/1998	Attached
JULIAN HERRERA	25220838	EL01	05/04/1998	Attached

Back to search page Back

OLD REPUBLIC SURETY COMPANY
17505 North 79th Avenue, Suite 205A
Glendale, AZ 85308
(602) 279-8436 / Fax: (602) 279-8929
www.orsurety.com

January 25, 2016

Re: Allied 360 Construction, LLC

To whom it may concern,

Please be advised the Old Republic is the surety of record for Allied 360 Construction, LLC. Allied 360 Construction, LLC is an account in good standing and we are pleased to offer this recommendation on their behalf.

Old Republic is a approved surety by the US Department of the Treasury and is licensed in all 50 states. Our Best's rating is A and financial capacity XI.

We understand that Allied 360 Construction, LLC is desirous of becoming prequalified. Old Republic Surety Company has supported Allied 360 Construction, LLC on projects up to $250,000 single and $500,000 aggregate jobs. Actual approval of bid and final bonds however will be subject to review and approval of contact terms and conditions, bond forms and projects financing as well as other underwriting criteria pertinent at the time such bonds are requested by Allied 360 Construction, LLC.

This letter in not a assumption of any liability, nor is a bid, performance and payment obligation. We are pleased to share with you our favorable experience and high regard for Allied 360 Construction, LLC.

Sincerely,

Brent Rice

Brent Rice
General Manager

CN#5100972
Re-Bid Results
January 28, 2016

Daniel Barrone
Chair

Anthony J. Mortillaro
Executive Director

Governmental
Board of Directors

City of Española

City of Santa Fe

Town of Edgewood

County of Rio Arriba

County of Santa Fe

County of Los Alamos

County of Taos

Town of Taos

Nambe` Pueblo

Ohkay Owingeh Pueblo

Santa Clara Pueblo

Pueblo of Pojoaque

Pueblo of Tesuque

Pueblo de San Ildefonso

As of Thursday, January 28, 2016 @ 200p.

The following bid was received:

Allied 360 Construction, LLC:

$149,950.00

Bids received after this time were not opened, and rejected to sender.

Updated as of February 4, 2016

Best and Final Offer (BAFO) provided by Allied 360 Construction, LLC:

$137,550.00 + Española (Rio Arriba County) GRT = $149,327.72

The decreased costs exhibited in the BAFO resulted from a work-share agreement negotiated between Allied 360 Construction, LLC and NCRTD Procurement in which:

- NCRTD agrees to place/install the bus shelters at the bus stop location(s), resulting in the elimination of the $8000 mobilization cost; and
- Allied 360 Construction, LLC agrees to stake the sign location and have the utility locate completed, and NCRTD Staff would provide and install the sign post, which saves $4,400; and
- Allied 360 Construction, LLC agrees to work with our Construction Manager to identify the minimum requirement for quality control samples mitigate unnecessary costs.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 5, 2016

Agenda Item - F

Title: North Central Regional Transit District FY2016 Mid-Year Financial Summary Report

Prepared By: Troy Bingham, Finance Director

Summary: The North Central Regional Transit District (NCRTD) is currently reporting six months of financial activity. The standard for revenues and expenditures for the six-month period is 50% of the budget.

The total budget is $12,548,543, which includes a $1,317,204 budget increase that was approved by the Board of Directors at its September 4, 2015 meeting.

The NCRTD has received 34.3% of its revenue excluding budgeted cash balance. There is a one month lag in receiving gross receipts tax revenue and approximately two months in federal revenues. The anticipated deficit in revenues at year end is $760,968 due to federal grants related to capital projects not completed and the lack of need for the use of fund balance.

Midway through the fiscal year, expenditures were 29.6% of the budget, well below the 50% threshold. The percentage is low because the invoices for the second quarter for Non-RTD services have not been received. NCRTD expects to have a $1,584,020 surplus in expenditures by year end.

Background: The NCRTD fiscal year runs from July 1 to June 30 of the following calendar year. Before each fiscal year, the district submits and presents a budget request to the Board of Directors for its approval. Midway through the fiscal year, the staff will brief the Board on the status of the budget and propose any adjustments that might be required.

Recommended Action: The Finance Subcommittee met on January 22, 2016 and recommended endorsement by the board of the attached mid-year budget status report.

It is recommended that the board accept the Finance Subcommittee recommendation and endorse the NCRTD review as presented.

Options/Alternatives:

1. Take no action; or
2. Endorse the review of the mid-year Financial Summary Report (recommended).

Fiscal Impact: The NCRTD will continue to maintain a balanced budget for the remainder of FY2016 and will apprise the Board of any dramatic changes.

Attachments:

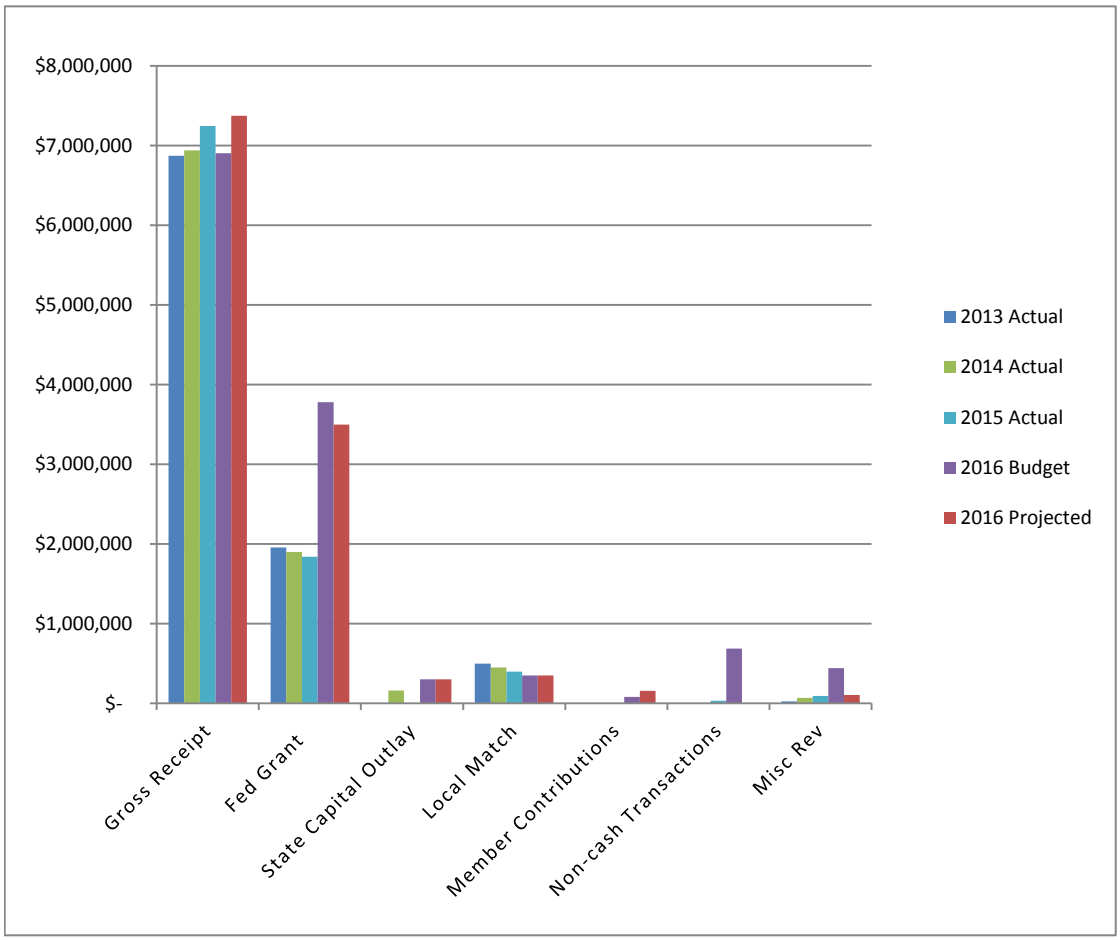
FY16 Projected vs. Budget Review Charts-Data

Projected vs. Budget Review

FY2016 (July 1, 2015 to June 30, 2016)

NCRTD Revenue by Sources

Actuals as of December 31, 2015



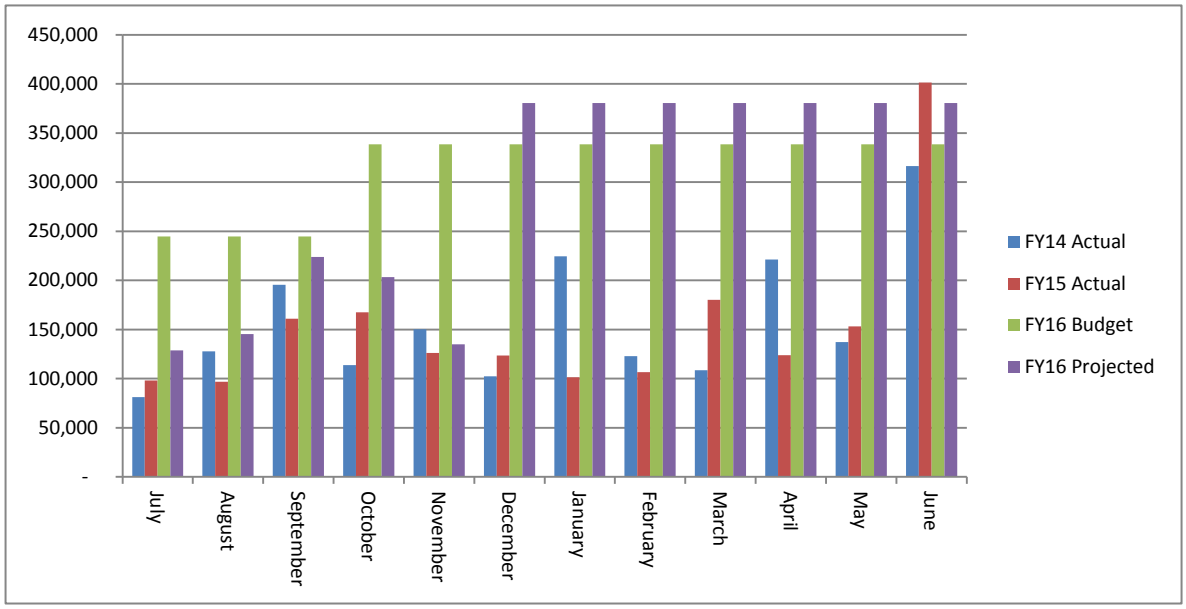
	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2016 Projected	% of Projected vs budget
Gross Receipt	$ 6,871,271	$ 6,941,122	$ 7,246,641	$ 6,903,500	$ 7,375,471	106.8%
Fed Grant	$ 1,957,128	$ 1,902,036	$ 1,840,120	$ 3,781,539	$ 3,499,584	92.5%
State Capital Outlay	$ -	$ 161,188	$ -	$ 301,312	$ 301,312	100.0%
Local Match	$ 500,000	$ 450,000	$ 400,000	$ 350,000	$ 350,000	100.0%
Member Contributions	$ -	$ -	$ -	$ 80,344	$ 156,154	194.4%
Non-cash Transactions			$ 33,600	$ 688,552	$ -	0.0%
Misc Rev	$ 24,312	$ 67,725	$ 92,909	$ 443,296	$ 105,036	23.7%
	$ 9,352,711	$ 9,522,071	$ 9,613,270	$ 12,548,543	$ 11,787,557	93.9%

Projected vs. Budget Review

FY2016 (July 1, 2015 to June 30, 2016)

Grant Revenue

Actuals as of December 31, 2015



	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projected	Projected Revenue % of Monthly Budget
July	81,096	98,062	244,799	128,685	53%
August	127,744	96,946	244,799	145,446	59%
September	195,614	160,962	244,799	223,878	91%
October	113,711	167,516	338,571	203,353	60%
November	150,353	126,083	338,571	134,896	40%
December	102,402	123,492	338,571	380,475	112%
January	224,669	101,591	338,571	380,475	112%
February	123,056	106,716	338,571	380,475	112%
March	108,529	180,156	338,571	380,475	112%
April	221,326	124,015	338,571	380,475	112%
May	137,177	153,332	338,571	380,475	112%
June	316,361	401,249	338,571	380,475	112%
	1,902,036	1,840,120	3,781,536	3,499,584	92.5%

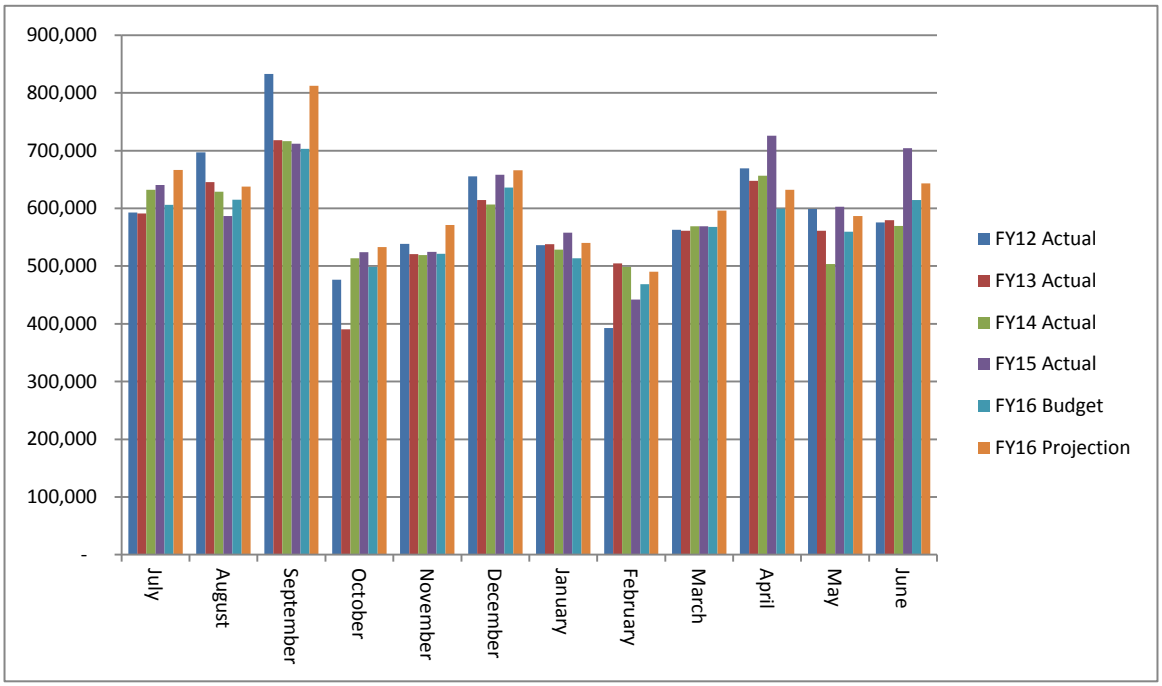
A large portion of the federal revenues received by NCRTD are for replacement of fleet assets. If the assets are not received in the fiscal year than the expense and revenue are carried forward to the following fiscal year.

Projected vs. Budget Review

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue

Actuals as of December 31, 2015



Month of Activity	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projection	Actual Revenue % of Monthly Budget
July	592,835	590,847	631,877	640,624	606,288	666,453	110%
August	696,792	645,616	628,640	586,498	614,947	637,587	104%
September	832,940	717,978	716,096	711,748	702,810	812,130	116%
October	476,325	390,334	513,319	524,100	498,800	532,939	107%
November	538,683	520,528	518,926	524,404	521,260	571,419	110%
December	655,468	614,240	606,606	658,102	636,126	666,194	105%
January	536,416	537,863	528,397	557,753	513,770	539,845	105%
February	392,583	504,470	498,296	442,098	468,496	490,455	105%
March	562,713	561,238	569,093	568,670	568,012	596,115	105%
April	669,266	647,379	656,754	725,955	599,241	632,000	105%
May	598,734	561,423	503,533	602,505	559,422	586,928	105%
June	575,421	579,356	569,584	704,185	614,328	643,406	105%
	7,128,176	6,871,271	6,941,122	7,246,641	6,903,500	7,375,471	106.8%

The projected overall revenue surplus for FY2016 GRT is anticipated to be $471,971. The actual revenue surplus will be $405,000 because $66,971 would be obligated to RailRunner.

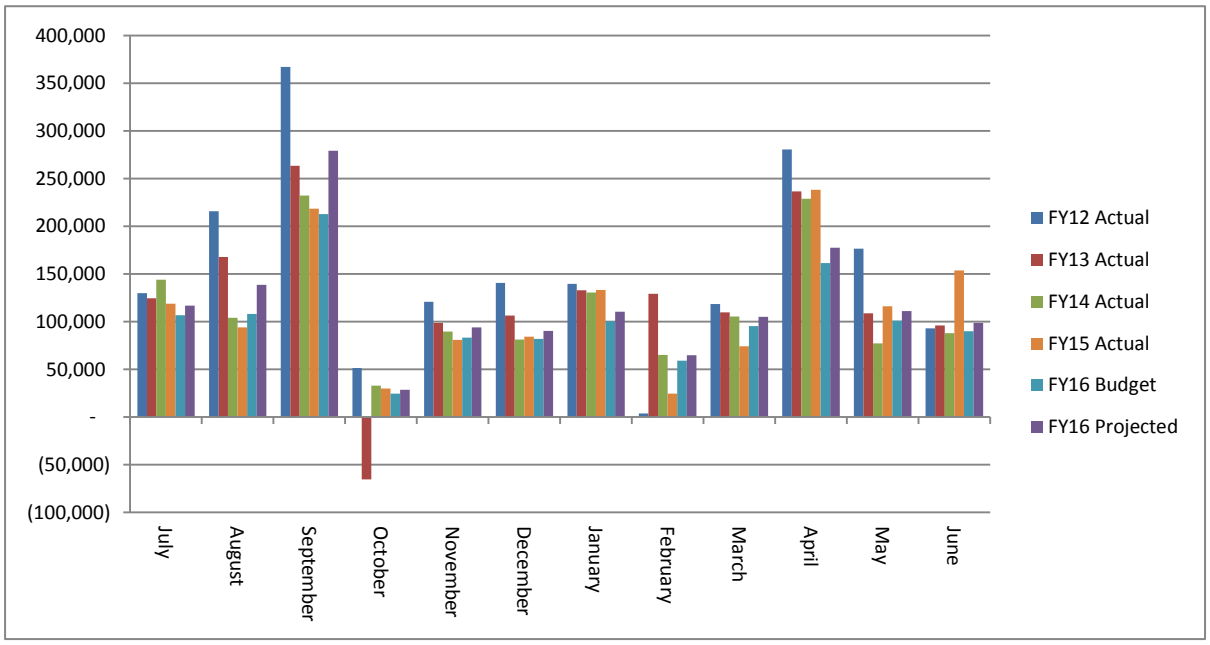
Projected vs. Budget Review

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

Actuals as of December 31, 2015

LOS ALAMOS COUNTY



Month of Activity	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projected	Projected Revenue % of Monthly Budget
July	130,018	124,560	144,054	118,858	106,697	116,870	110%
August	215,861	167,973	104,260	94,019	108,045	138,688	128%
September	367,025	263,631	232,251	218,509	212,660	279,213	131%
October	51,498	(65,391)	33,137	29,878	24,500	28,496	116%
November	120,772	98,601	89,812	81,023	83,423	93,942	113%
December	140,847	106,557	81,243	84,289	82,075	90,283	110%
January	139,742	132,835	130,526	133,450	100,450	110,495	110%
February	3,770	129,189	65,134	24,478	59,045	64,950	110%
March	118,403	109,903	105,475	74,183	95,550	105,105	110%
April	280,600	236,761	229,085	238,319	161,455	177,601	110%
May	176,478	108,859	77,439	116,229	101,185	111,304	110%
June	93,134	95,990	88,084	153,897	89,915	98,907	110%
	1,838,146	1,509,468	1,380,501	1,367,132	1,225,000	1,415,852	116%

The revenues are projected to be 10% above the budget for FY16, which would translate into a revenue surplus of $190,852. The actual revenue surplus for the first five months is 20% above budget, so a conservative estimate was used of 10%. Actuals for the last four years have been mediocre which means there is no assertainable pattern for future budget growth in FY2017.

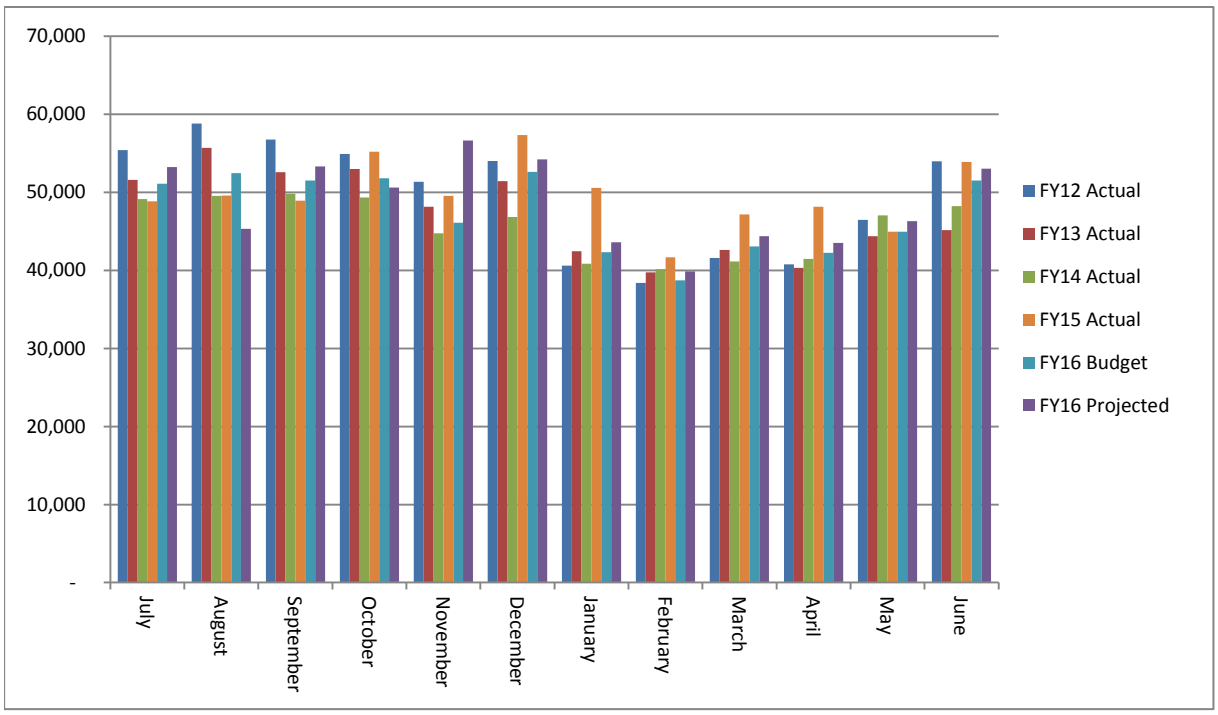
Projected vs. Budget Review

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

Actuals as of December 31, 2015

RIO ARRIBA COUNTY



Month of Activity	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projected	Projected Revenue % of Monthly Budget
July	55,408	51,622	49,128	48,852	51,108	53,233	104%
August	58,814	55,703	49,535	49,585	52,473	45,322	86%
September	56,781	52,600	49,857	48,926	51,506	53,311	104%
October	54,911	53,009	49,363	55,224	51,790	50,632	98%
November	51,363	48,144	44,753	49,545	46,105	56,629	123%
December	54,028	51,452	46,846	57,339	52,643	54,222	103%
January	40,611	42,472	40,853	50,584	42,353	43,624	103%
February	38,417	39,752	40,153	41,671	38,715	39,876	103%
March	41,602	42,612	41,156	47,158	43,092	44,385	103%
April	40,766	40,315	41,493	48,159	42,240	43,507	103%
May	46,478	44,368	47,047	44,952	44,968	46,317	103%
June	53,981	45,151	48,230	53,912	51,507	53,052	103%
	593,160	567,199	548,414	595,907	568,500	584,111	103%

The revenues are projected to be 3% above the budget for FY16, which would translate into a revenue surplus of $15,611. The actual revenue surplus for the first five months is 3% above budget. Actuals for the last four years have been mediocre which means there is no assertainable pattern for future budget growth in FY2017.

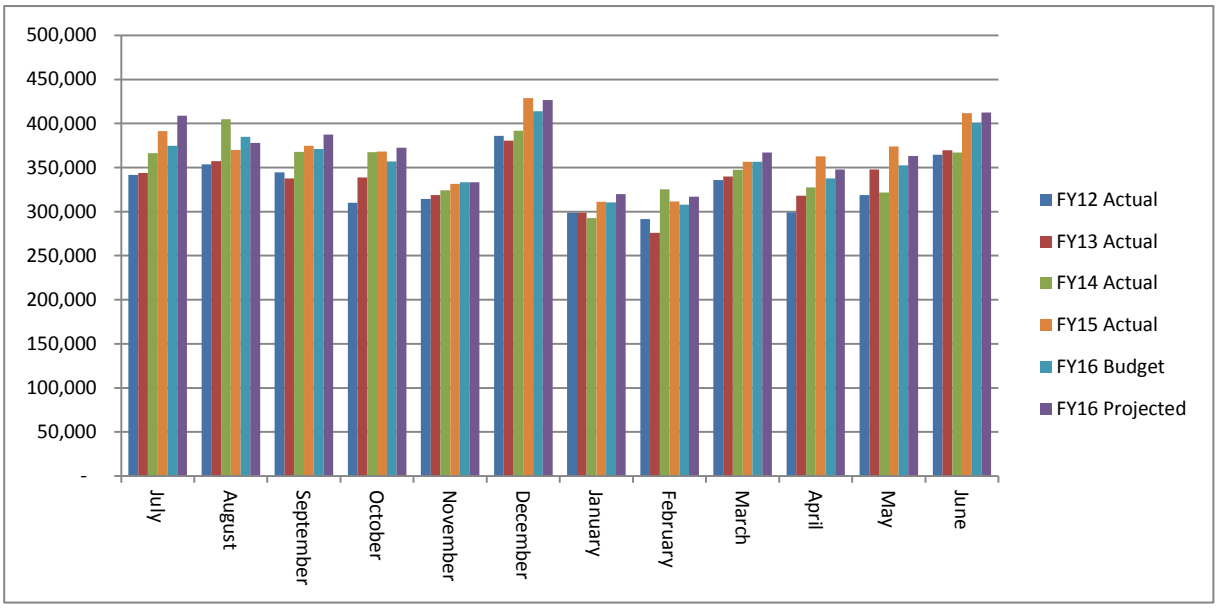
Projected vs. Budget Review

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

Actuals as of December 31, 2015

SANTA FE COUNTY



** Note - One-half of the SF County GRT is allocated to Rio Metro

Month of Activity	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projected	Projected Revenue % of Monthly Budget
July	341,717	343,976	366,256	391,422	374,530	408,793	109%
August	353,581	357,202	404,993	369,825	384,850	378,033	98%
September	344,672	337,614	367,698	374,721	371,090	387,492	104%
October	310,170	338,872	367,580	368,292	356,900	372,493	104%
November	314,413	318,969	324,305	331,342	333,250	333,369	100%
December	385,881	380,531	391,697	428,710	414,090	426,513	103%
January	298,696	298,821	292,787	311,127	310,460	319,774	103%
February	291,582	276,041	325,160	311,675	307,880	317,116	103%
March	336,024	339,972	347,639	356,373	356,470	367,164	103%
April	299,091	318,123	327,435	362,789	337,550	347,677	103%
May	318,839	347,884	321,582	374,109	352,600	363,178	103%
June	364,705	369,615	367,223	411,834	400,330	412,340	103%
	3,959,371	4,027,622	4,204,356	4,392,219	4,300,000	4,433,941	103%

The revenues are projected to be 3% above the budget for FY16, which would translate into a revenue surplus of $133,941. The actual revenue surplus for the first five months is 3% above budget. Actuals for the last four years have seen steady increases which should be accounted for in the FY2017 budget, if FY2016 continues the same pattern.

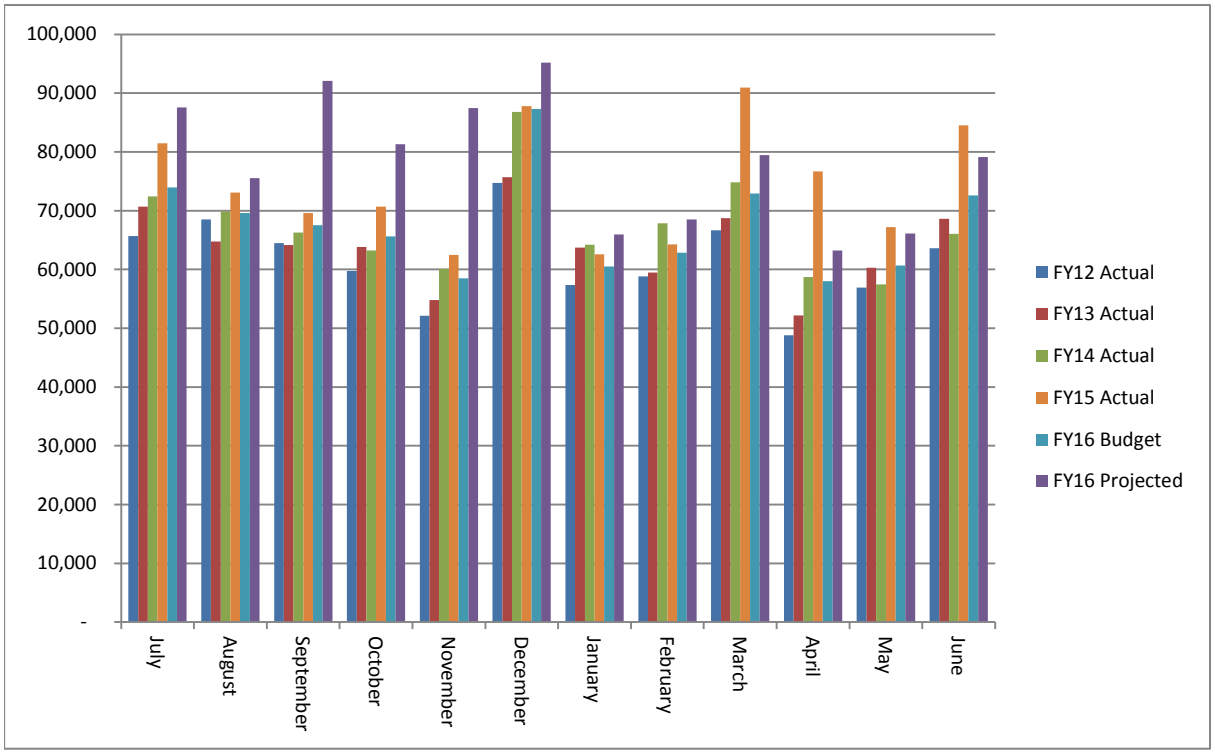
Projected vs. Budget Review

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

Actuals as of December 31, 2015

TAOS COUNTY



Month of Activity	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projected	Projected Revenue % of Monthly Budget
July	65,693	70,690	72,438	81,492	73,953	87,557	118%
August	68,537	64,738	69,852	73,069	69,579	75,544	109%
September	64,462	64,133	66,290	69,591	67,554	92,114	136%
October	59,745	63,843	63,238	70,706	65,610	81,318	124%
November	52,134	54,813	60,056	62,494	58,482	87,479	150%
December	74,712	75,700	86,820	87,764	87,318	95,177	109%
January	57,367	63,735	64,231	62,592	60,507	65,953	109%
February	58,815	59,488	67,849	64,274	62,856	68,513	109%
March	66,684	68,751	74,823	90,956	72,900	79,461	109%
April	48,810	52,180	58,741	76,688	57,996	63,216	109%
May	56,939	60,312	57,466	67,215	60,669	66,129	109%
June	63,601	68,600	66,048	84,542	72,576	79,108	109%
	737,499	766,981	807,850	$ 891,383	$ 810,000	$ 941,568	116%

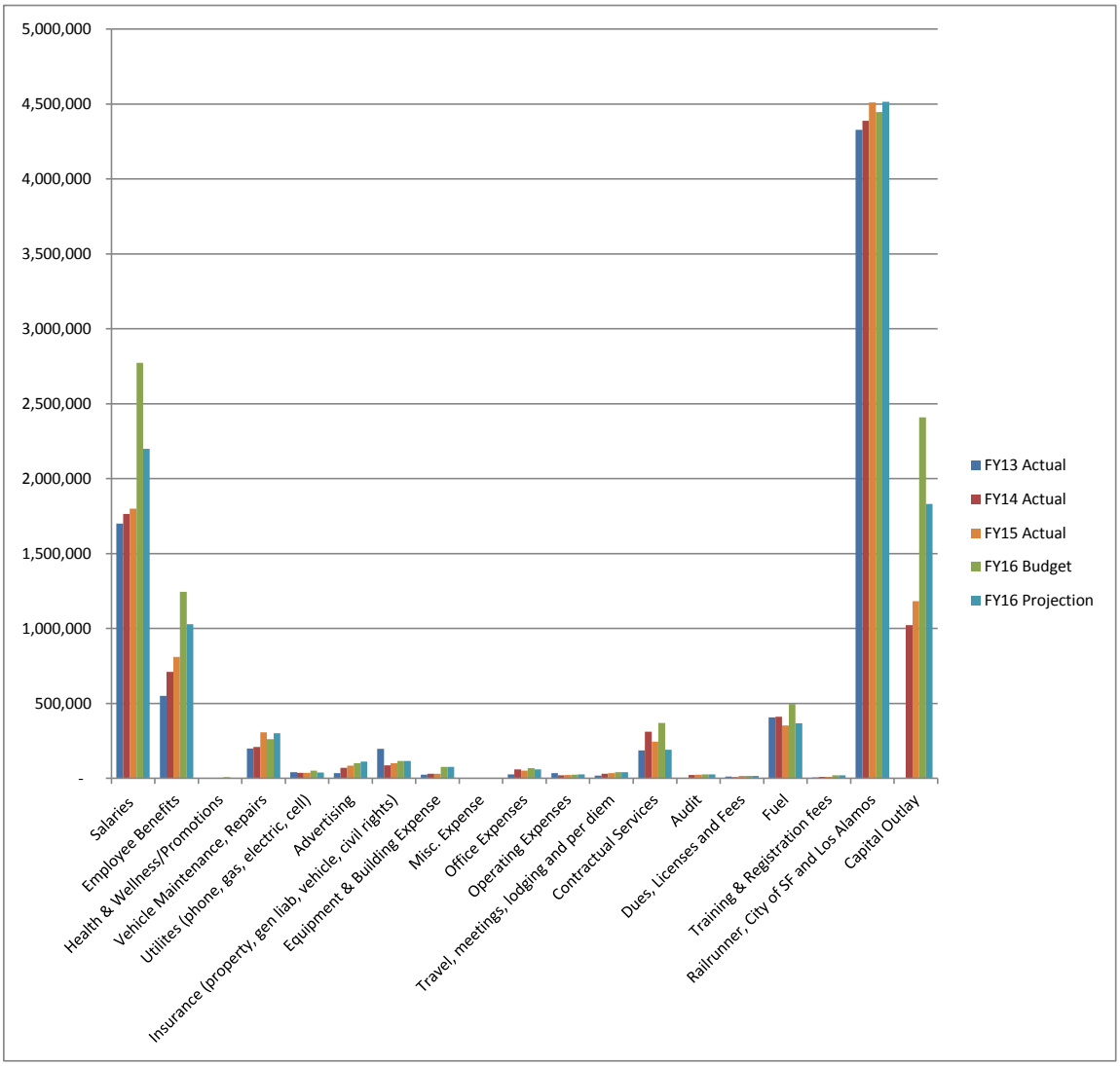
The revenues are projected to be 9% above the budget for FY16, which would translate into a revenue surplus of $131,568. The actual revenue surplus for the first five months is 27% above budget, so a conservative estimate was used of 9%. Actuals for the last four years have seen steady increases which should be accounted for in the FY2017 budget, if FY2016 continues the same pattern.

Projected vs. Budget Review

FY2016 (July 1, 2015 to June 30, 2016)

NCRTD Expenses by Type

Actuals as of December 31, 2015



	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projection	Difference
Salaries	1,699,079	1,764,308	1,800,202	2,773,718	2,199,516	574,202
Employee Benefits	550,997	709,864	810,898	1,245,195	1,028,444	216,751
Health & Wellness/Promotions	-	-	2,555	7,500	1,506	5,994
Vehicle Maintenance, Repairs	198,587	209,603	306,401	260,700	300,786	(40,086)
Utilites (phone, gas, electric, cell)	41,118	36,053	35,973	51,751	37,966	13,785
Advertising	35,137	70,706	83,882	100,842	110,930	(10,088)
Insurance (property, gen liab, vehicle, civil rights)	196,836	87,589	102,076	115,196	115,196	-
Equipment & Building Expense	24,986	31,124	31,203	76,735	76,735	-
Misc. Expense	-	-	116			
Office Expenses	27,427	59,286	50,928	67,163	59,414	7,749
Operating Expenses	35,014	19,948	22,562	23,820	25,362	(1,542)
Travel, meetings, lodging and per diem	17,789	29,654	34,222	41,245	41,245	-
Contractual Services	186,358	311,414	245,445	369,603	190,088	179,515
Audit		23,219	23,433	27,000	27,000	-
Dues, Licenses and Fees	12,263	8,597	15,961	15,765	15,765	-
Fuel	406,653	410,199	352,857	495,903	368,340	127,563
Training & Registration fees	6,645	9,024	9,087	20,799	20,799	-
Railrunner, City of SF and Los Alamos	4,327,824	4,387,272	4,511,203	4,447,190	4,514,161	(66,971)
Capital Outlay		1,022,562	1,181,739	2,408,418	1,831,270	577,148
	7,766,713	9,190,422	9,620,743	12,548,543	10,964,523	1,584,020

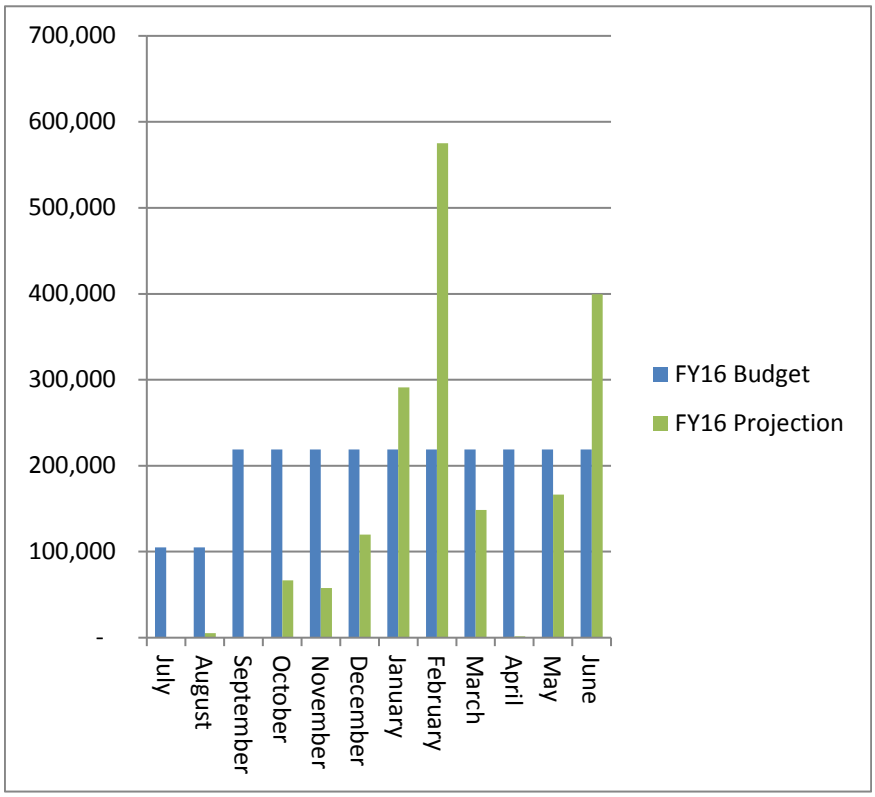
*The NCRTD is planning on a budget surplus at the end of the year in expenditures in the amount of $1,584,020. The largest portion of the surplus is budget for capital projects outside of buying buses and payroll savings from atrition and unfilled vacancies. The deficit in the Non-RTD expenditures of $66,971 is half of the surplus GRT revenue in Santa Fe County. This deficit is offset from the additional revenue that comes in from Santa Fe County GRT. Regardless of what NCRTD budgets for RailRunner, the agreement is that half of GRT revenue automatically goes to the Rail Runner.

Projected vs. Budget Review

FY2016 (July 1, 2015 to June 30, 2016)

Capital Expense Summary

Actuals as of December 31, 2015



	FY16 Budget	FY16 Projection	Budget vs Actual	YTD Budget Variance
July	104,903	-	(104,903)	0%
August	104,903	5,119	(99,784)	5%
September	218,851	-	(218,851)	0%
October	218,851	66,521	(152,330)	30%
November	218,851	57,674	(161,177)	26%
December	218,851	119,892	(98,959)	55%
January	218,851	291,003	72,152	133%
February	218,851	575,145	356,294	263%
March	218,851	148,711	(70,140)	68%
April	218,851	1,375	(217,476)	1%
May	218,851	166,375	(52,476)	76%
June	218,851	399,455	180,604	183%
	2,398,316	1,831,270	(567,046)	76%

Capital Assets purchased in FY2016 were as follows:

Environmental Study - Taos $5,119

14 Passenger Flex Fuel $66,521

New Plow Truck $57,674

29-Passenger Bus $119,892

Capital on Order:

(2) 18 Passengers Alt Fuel

(5) 14 Passenger

(4) Ford Transits for 5310

36 Passenger

34 Passenger

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: February 5, 2016

Agenda Item - G

Title: Investment of District Funds Summary

Prepared By: Troy Bingham, Finance Director

Background: The NCRTD established the short-term investments throughout various FDIC insured institutions in the District's service area. The investment portfolio has increased from $5,762,536 in the 1st quarter to $6,114,491 in the 2nd quarter of FY2016. This increase was due in part to the District being able to invest excess funds from the checking account and implementing the change in our investment strategy away from low earning investments, like LGIP, to high earning secure government backed treasury securities from Linsco Private Ledger (LPL) Investments, which serves as the brokerage firm that LANB and 1st National Bank of Santa Fe use for buying securities on the open market. We use 1st National Bank of Santa Fe as our intermediary since they were willing to charge no fees for buying treasuries and LANB charges for the same service. We can use LPL Investments for other services, but any service or instrument that is not government secured or insured would not meet our investment policy guidance for safety.

In December, the Federal Reserve started the process of incrementally raising the interest rate for bank borrowing, which would raise the investment rates that bank provide their customers. As of January, our largest bank, LANB, has not raised their CD investment rates, so the investment portfolio is still under preforming the one year Treasury Certificates, with no expected change in the near future. Given the average maturity of investment portfolio is 9 months all future changes by banks will take time to reflect in the rate of return of the investment portfolio.

This report was shared at the January 22nd Finance Committee meeting and unanimously recommended for approval and forwarded to the Board for final approval.

Summary:

- As of December 31, 2015, the total investment exclusive of interest revenue was $8,312,791.
- Total earnings from interest total $11,153 since the start of the fiscal year.
- The average rate of return is .46%.
- The highest rate of return is 1.00% with Guadalupe CU (7 month term) earning the District a total of $579.13 in interest this fiscal year.
- The current quarter from October through December of 2015 earned a total of $6,324 in interest.

		Amount Invested YTD	Earnings	% of portfolio
Checking Account	$	2,208,849	493.19	27%
LGIP	$	285,283	1,000.00	3%
LPL - Treasury Security	$	1,000,905	905.16	12%
6-8 month CD	$	745,021	579.13	9%
12 month CD	$	4,083,886	8,175.18	49%
Total	**$**	**8,323,943.82**	**11,152.66**	

The District investment strategy is passive. Given this strategy, NCRTD has determined the market yields are being achieved by comparing the average District portfolio yield to the U.S. Treasury Bill. As of December 31, 2015 the six month treasury was 0.49% and the one-year treasury rates was .65%, the District is averaging a rate of return at .46% with an average length of maturity of about 9 months.

Recommended Action: It is recommended that the Board of Directors discuss and review the information presented in relation to the Investment Portfolio Report and move to accept as presented.

Options/Alternatives:

1. Take no action; or
2. Endorse the Quarterly Investment report (recommended).

Fiscal Impact:

None

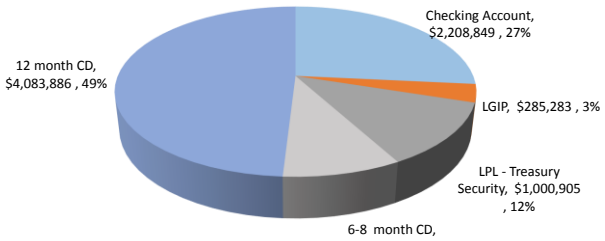
Attachments:

Investment Portfolio Report as of December 31, 2015

North Central Regional Transit District
Investment Portfolio Report
31-Dec-15

	Date opened	Term / months	Expiration Date	Rate	Amount invested	Earnings 7-1-2015 thru 9-30-2015	Earnings 10-1-2015 thru 12-31-2015	Earnings 1-1-16 thru 3-31-16	Earnings 4-1-16 thru 6-30-16	YTD Total Earnings		Investment Balance	
12 months													
Los Alamos National Bank	7/4/2014	12	7/4/2016	0.40%	251,086.69	253.24	250.73			503.97		251,590.66	41
Los Alamos National Bank	8/3/2014	12	8/3/2016	0.40%	251,094.42	253.25	250.74			503.99		251,598.41	42
US Eagle FCU	8/26/2015	12	8/26/2016	**0.75%**	245,000.00	181.30	463.93			645.23		245,645.23	
First National Bank of Santa Fe	8/26/2015	12	8/26/2016	**0.45%**	245,000.00	108.74	277.79			386.53		245,386.53	
Los Alamos National Bank	9/2/2014	12	9/2/2016	0.40%	251,060.84	250.46	253.46			503.92		251,564.76	44
Los Alamos National Bank	10/2/2014	12	10/2/2016	0.40%	251,102.30	253.25	250.75			504.00		251,606.30	43
Sandia Area Credit Union	10/29/2015	12	10/29/2016	**0.55%**	245,000.00		235.73			235.73		245,235.73	
Los Alamos National Bank	11/1/2014	12	11/1/2016	0.40%	251,078.76	253.23	250.72			503.95		251,582.71	45
Los Alamos National Bank	12/1/2014	12	12/1/2016	0.40%	251,151.09	253.30	248.04			501.34		251,652.43	46
Los Alamos National Bank	12/31/2014	12	12/31/2016	0.40%	251,220.69	253.37	250.87			504.24		251,724.93	37
Los Alamos National Bank	1/30/2015	12	1/30/2016	0.40%	251,323.96	253.48	250.97			504.45		251,828.41	38
Washington Federal Bank	2/27/2015	12	2/26/2016	0.40%	251,332.29	253.53	253.80			507.33		251,839.62	
State Employees Credit Union	2/28/2015	12	2/28/2016	**0.55%**	251,894.02	349.13	349.62			698.75		252,592.77	
Los Alamos National Bank	3/6/2015	12	3/6/2016	0.40%	577,239.91	582.18	582.77			1,164.95		578,404.86	39
					-							-	
Los Alamos National Bank	6/4/2015	12	6/4/2016	0.40%	251,125.61	256.02	250.78			506.80		251,632.41	50
	12 Month/Total		***Average rate***	**0.45%**	**$ 4,075,710.58**	**3,754.48**	**4,420.70**	-	-	**$ 8,175.18**		**$ 4,083,885.76**	
6-8 months													
Guadalupe CU	4/28/2015	7	11/28/2015	**1.00%**	244,441.58	285.26	293.87			579.13		245,020.71	
Los Alamos National Bank	10/15/2015	6	4/14/2016	0.25%	250,000.00		-			-		250,000.00	230
Los Alamos National Bank	11/15/2015	6	5/15/2016	0.25%	250,000.00		-			-		250,000.00	630
	6-8 Month/Total		***Average rate***	**0.50%**	**744,441.58**	**285.26**	**293.87**	-	-	**579.13**		**745,020.71**	
					4,820,152.16	**4,039.74**	**4,714.57**	-	-	**8,754.31**		**4,828,906.47**	
Short Term Investment												-	
Checking Account - LANB				0.05%	2,208,356.17	199.21	293.98			493.19		2,208,849.36	
LGIP				0.15%	284,282.83	589.60	410.40			1,000.00		285,282.83	
LPL - Treasury Security	11/24/2015	12	11/24/2016	0.65%	750,000.00		678.87			678.87	*	750,678.87	
LPL - Treasury Security	11/24/2015	9	8/8/2016	0.57%	250,000.00		226.29			226.29	*	250,226.29	
	Short Term		***Average rate***	**0.36%**	***$ 3,492,639.00***	**788.81**	**1,609.54**	-	-	**2,398.35**		**3,495,037.35**	
					8,312,791.16	**4,828.55**	**6,324.11**	-	-	**11,152.66**		**8,323,943.82**	

Investment Portfolio by Duration



	Amount Invested YTD	Earnings	% of portfolio
Checking Account	$ 2,208,849	493.19	27%
LGIP	$ 285,283	1,000.00	3%
LPL - Treasury Security	$ 1,000,905	905.16 *	12%
6-8 month CD	$ 745,021	579.13	9%
12 month CD	$ 4,083,886	8,175.18	49%
Total	**$ 8,323,943.82**	**11,152.66**	

Average Rate of Return	0.41%
Average Length of Maturity (months)	6.6
Approximate Treasury Security Return for 6.6 months	0.49% - 0.65%

*Amount constitutes an estimate and has not been received by NCRTD until treasury matures

North Central Regional Transit District
Financial Summary
As of December 31, 2015

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting the six months of financial activity. The expenses/revenues that should be reported for the period through December 31, 2015, which represents 50% of the budget.

The monthly budget figures for the federal grant revenues and expenditure figures from the charts/tables have been divided using a straight-line method (1/12 increments). The GRT monthly budget figures are allocated utilizing trends from the last six fiscal years. NCRTD reports financials that follow GAAFR (Governmental Accounting, Auditing, and Financial Reporting). The charts/tables compare the current year revenues and expenditures to the previous year.

Financial Highlights

Revenue:
As of December 31, 2015, total revenues of $4,168,080 have been received, which is 34.3% of budgeted revenues. NCRTD has $3,220,528 of GRT through November and $836,258 of Federal grant revenues through November.

Expenditures:
As of December 31, 2015, NCRTD recognized expenditures totaling $3,719,899 which is 29.6% of total budgeted expenditures.

Of which $913,619 was spent in December, $88,349 was in Administration, $705,378 in Operations and $119,892 in Capital Outlay. Administration has spent 42.5%, Operations 32.9% and Capital Outlay 10.4% of its budgets year to date.

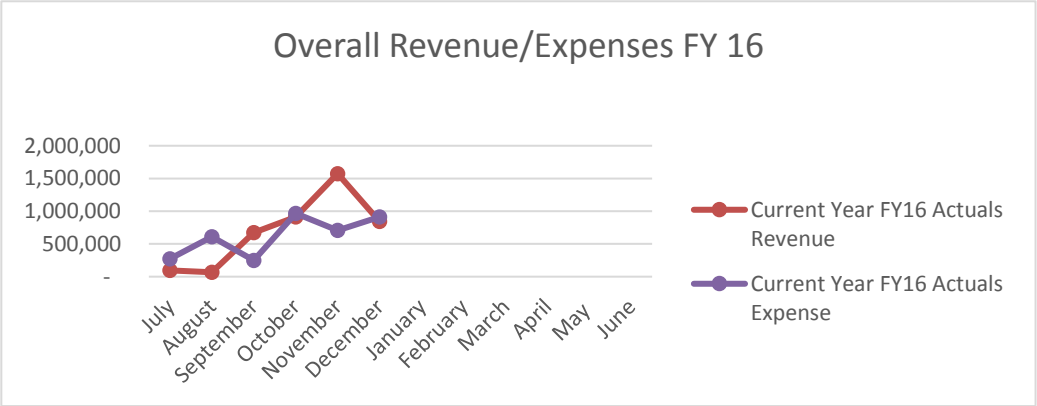
Other Matters:
N/A

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

NCRTD Revenue and Expenses vs. Budget

As of December 31, 2015



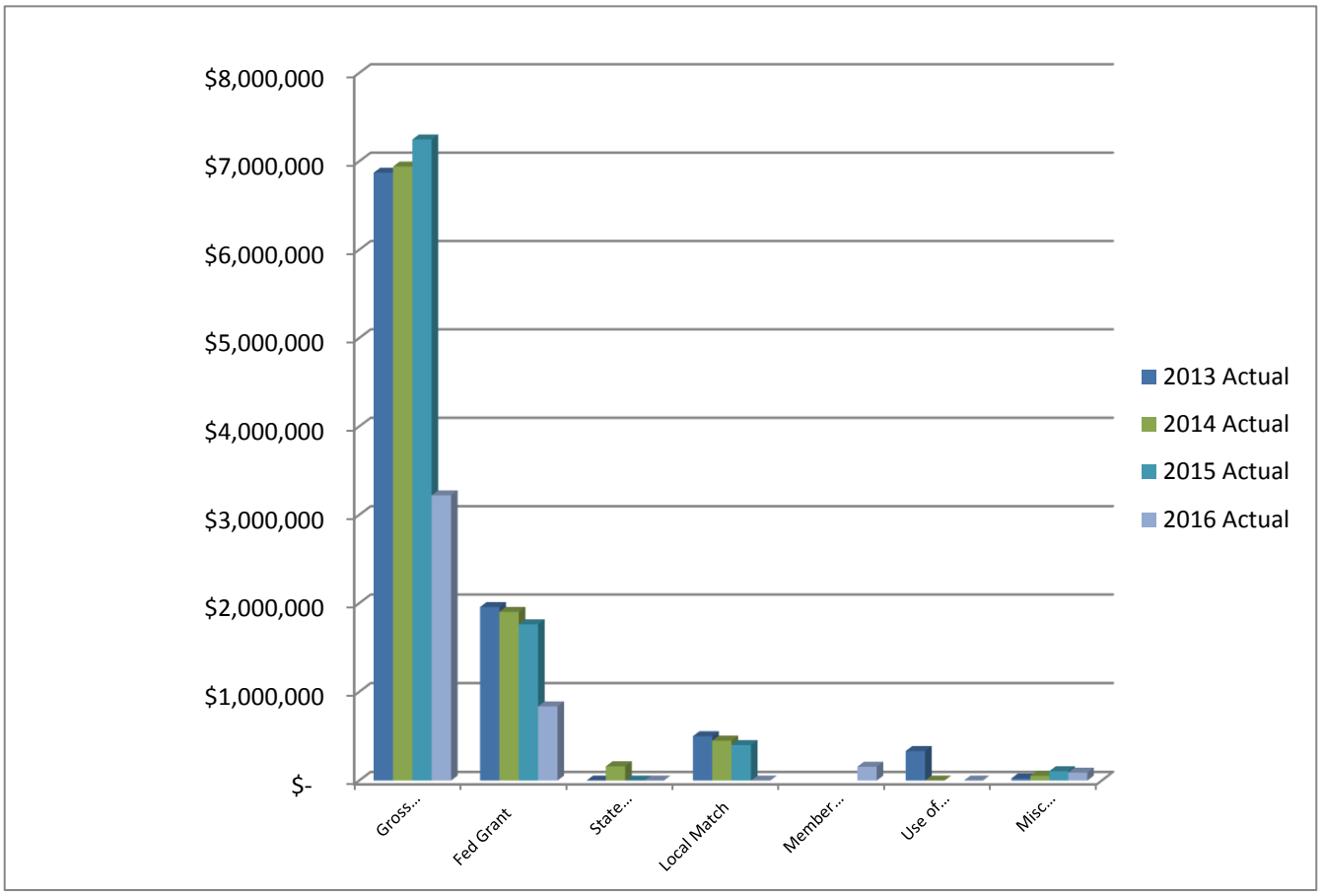
	Budget Revenue FY16	Current Year FY16 Actuals Revenue	Budget Expenses FY16	Current Year FY16 Actuals Expense
July	935,945	94,428	935,945	273,848
August	935,945	66,895	935,945	607,663
September	935,945	674,360	935,945	249,172
October	1,082,301	913,503	1,082,301	966,567
November	1,082,301	1,574,056	1,082,301	709,030
December	1,082,301	844,838	1,082,301	913,619
January	1,082,301		1,082,301	
February	1,082,301		1,082,301	
March	1,082,301		1,082,301	
April	1,082,301		1,082,301	
May	1,082,301		1,082,301	
June	1,082,301		1,082,301	
Totals	$ 12,548,543	$ 4,168,080	$ 12,548,543	$ 3,719,899

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

NCRTD Revenue by Sources

As of December 31, 2015



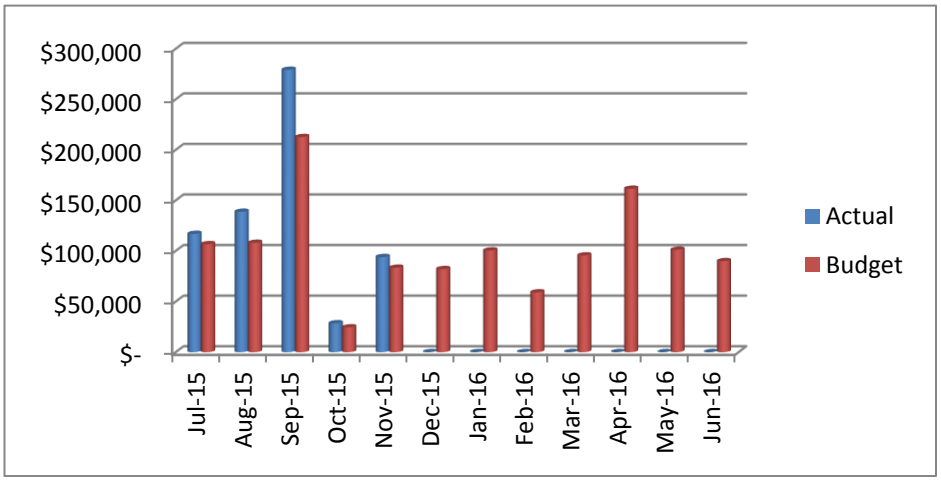
	2013 Actual	2014 Budget	2014 Actual	2015 Actual	2016 Budget	2016 Actual	% of Actual vs budget
Gross Receipt	$ 6,871,271	$ 6,757,529	$ 6,941,122	$ 7,247,360	$ 6,903,500	$ 3,220,528	46.7%
Fed Grant	$ 1,957,128	$ 2,198,429	$ 1,902,036	$ 1,762,384	$ 3,781,539	$ 836,258	22.1%
State Capital/Outlay	$ -	$ 170,000	$ 161,188	$ -	$ 301,312	$ -	0.0%
Local Match	$ 500,000	$ 450,000	$ 450,000	$ 400,000	$ 350,000	$ -	0.0%
Member Contributions					$ 80,344	$ 156,154	194.4%
Use of Fund Balance	$ 333,000		$ -		$ 688,552	$ -	0.0%
Misc Revenues	$ 24,312	$ 60,500	$ 53,637	$ 105,967	$ 443,296	$ 90,036	20.3%
TOTAL	$ 9,685,711	$ 9,636,458	$ 9,507,983	$ 9,515,711	$ 12,548,543	$ 4,302,976	34.3%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



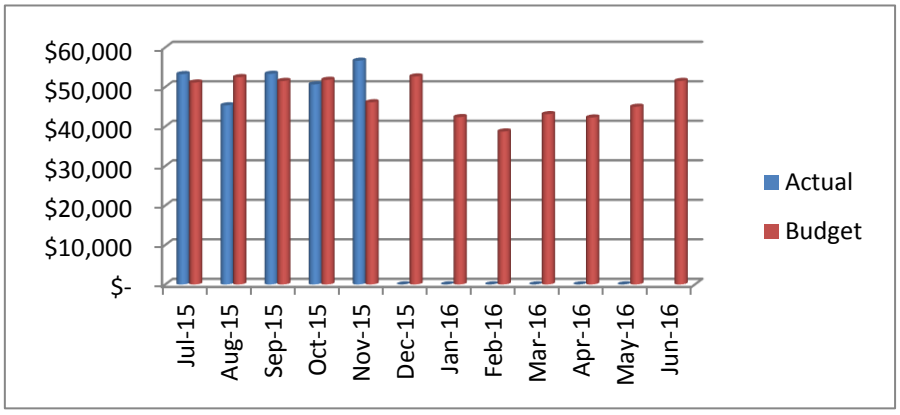
Date Received		Actual		Budget	of Monthly Budget
Jul-15	$	116,870	$	106,697	110%
Aug-15	$	138,688	$	108,045	128%
Sep-15	$	279,213	$	212,660	131%
Oct-15	$	28,496	$	24,500	116%
Nov-15	$	93,942	$	83,423	113%
Dec-15	$	-	$	82,075	0%
Jan-16	$	-	$	100,450	0%
Feb-16	$	-	$	59,045	0%
Mar-16	$	-	$	95,550	0%
Apr-16	$	-	$	161,455	0%
May-16	$	-	$	101,185	0%
Jun-16	$	-	$	89,915	0%
YTD Total	$	657,209	$	1,225,000	54%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



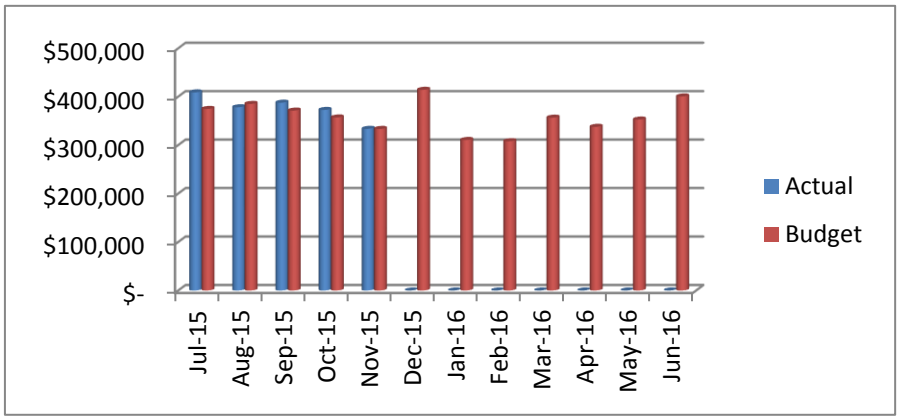
Date Received		Actual		Budget	Actual Revenue % of Monthly Budget
Jul-15	$	53,233	$	51,108	104%
Aug-15	$	45,322	$	52,473	86%
Sep-15	$	53,311	$	51,506	104%
Oct-15	$	50,632	$	51,790	98%
Nov-15	$	56,629	$	46,105	123%
Dec-15	$	-	$	52,643	0%
Jan-16	$	-	$	42,353	0%
Feb-16	$	-	$	38,715	0%
Mar-16	$	-	$	43,092	0%
Apr-16	$	-	$	42,240	0%
May-16	$	-	$	44,968	0%
Jun-16			$	51,506	0%
YTD Total	$	259,127	$	568,500	46%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual		Budget	Actual Revenue % of Monthly Budget
Jul-15	$	408,793	$	374,530	109%
Aug-15	$	378,033	$	384,850	98%
Sep-15	$	387,492	$	371,090	104%
Oct-15	$	372,493	$	356,900	104%
Nov-15	$	333,369	$	333,250	100%
Dec-15	$	-	$	414,090	0%
Jan-16	$	-	$	310,460	0%
Feb-16	$	-	$	307,880	0%
Mar-16	$	-	$	356,470	0%
Apr-16	$	-	$	337,550	0%
May-16	$	-	$	352,600	0%
Jun-16	$	-	$	400,330	0%
YTD Total	$	1,880,180	$	4,300,000	44%

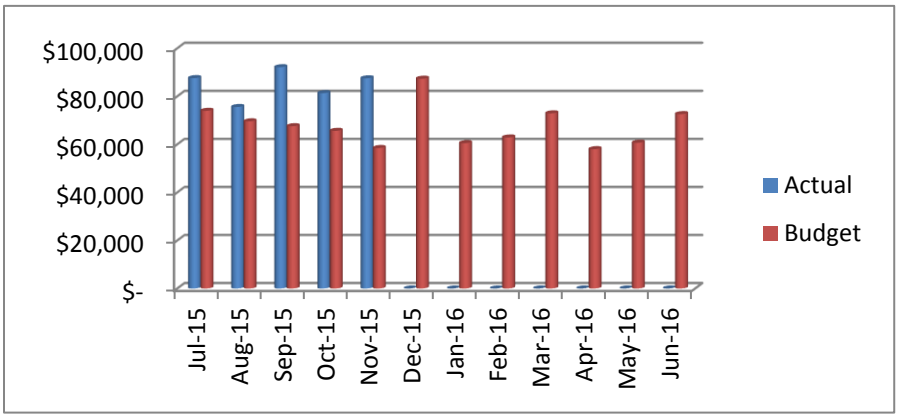
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

TAOS COUNTY

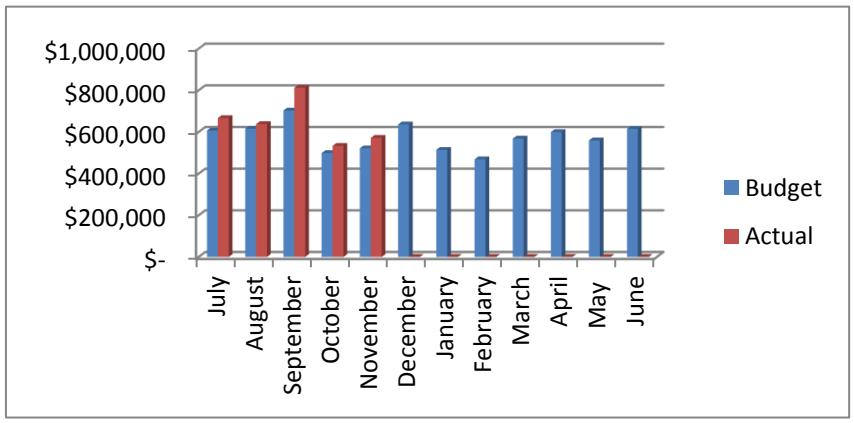


Date Received	Actual	Budget	% of Monthly Budget
Jul-15	$ 87,557	$ 73,953	118%
Aug-15	$ 75,544	$ 69,579	109%
Sep-15	$ 92,114	$ 67,554	136%
Oct-15	$ 81,318	$ 65,610	124%
Nov-15	$ 87,479	$ 58,482	150%
Dec-15	$ -	$ 87,318	0%
Jan-16	$ -	$ 60,507	0%
Feb-16	$ -	$ 62,856	0%
Mar-16	$ -	$ 72,900	0%
Apr-16	$ -	$ 57,996	0%
May-16	$ -	$ 60,669	0%
Jun-16	$ -	$ 72,576	0%
YTD Total	$ 424,012	$ 810,000	52%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue



Budget to Actual FY2016

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 606,288	$ 666,453	110%
August	$ 614,947	$ 637,587	104%
September	$ 702,810	$ 812,130	116%
October	$ 498,800	$ 532,939	107%
November	$ 521,260	$ 571,419	110%
December	$ 636,126	$ -	
January	$ 513,770	$ -	
February	$ 468,496	$ -	
March	$ 568,012	$ -	
April	$ 599,241	$ -	
May	$ 559,422	$ -	
June	$ 614,327	$ -	
	$ 6,903,500	**$ 3,220,528**	**109%**

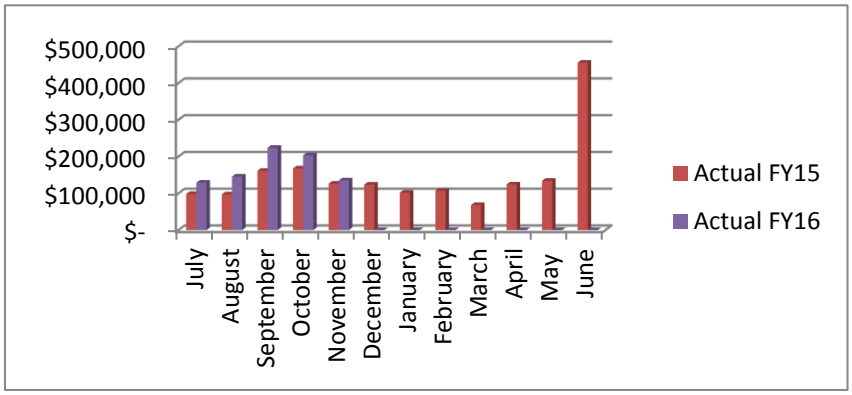
Prior Year vs. Current Year

	Prior Year FY2015	Current Year FY2016	Inc/Dec from Prior Year to Current Year
July	$ 640,624	$ 666,453	$ 25,829
August	$ 586,498	$ 637,587	$ 51,089
September	$ 711,747	$ 812,130	$ 100,383
October	$ 524,099	$ 532,939	$ 8,840
November	$ 524,404	$ 571,419	$ 47,015
December	$ 658,103	$ -	
January	$ 557,752	$ -	
February	$ 442,578	$ -	
March	$ 568,669	$ -	
April	$ 725,956	$ -	
May	$ 602,505	$ -	
June	$ 704,185	$ -	
	$ 7,247,120	**$ 3,220,528**	**$ 233,156**

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Grant Revenue



Budget to Actual FY2016

	Actual FY15	Budget FY16	Actual FY16	Actual Revenue % of Monthly Budget
July	$ 98,061	$ 244,799	$ 128,685	53%
August	$ 96,946	$ 244,799	$ 145,446	59%
September	$ 160,962	$ 244,799	$ 223,878	91%
October	$ 167,516	$ 338,571	$ 203,353	60%
November	$ 126,083	$ 338,571	$ 134,896	40%
December	$ 123,492	$ 338,571	$ -	0%
January	$ 101,591	$ 338,571	$ -	0%
February	$ 106,716	$ 338,571	$ -	0%
March	$ 67,879	$ 338,571	$ -	0%
April	$ 124,015	$ 338,571	$ -	0%
May	$ 133,931	$ 338,571	$ -	0%
June	$ 455,192	$ 338,571	$ -	0%
	$ 1,762,384	**$ 3,781,539**	**$ 836,258**	22%

Prior Year vs. Current Year

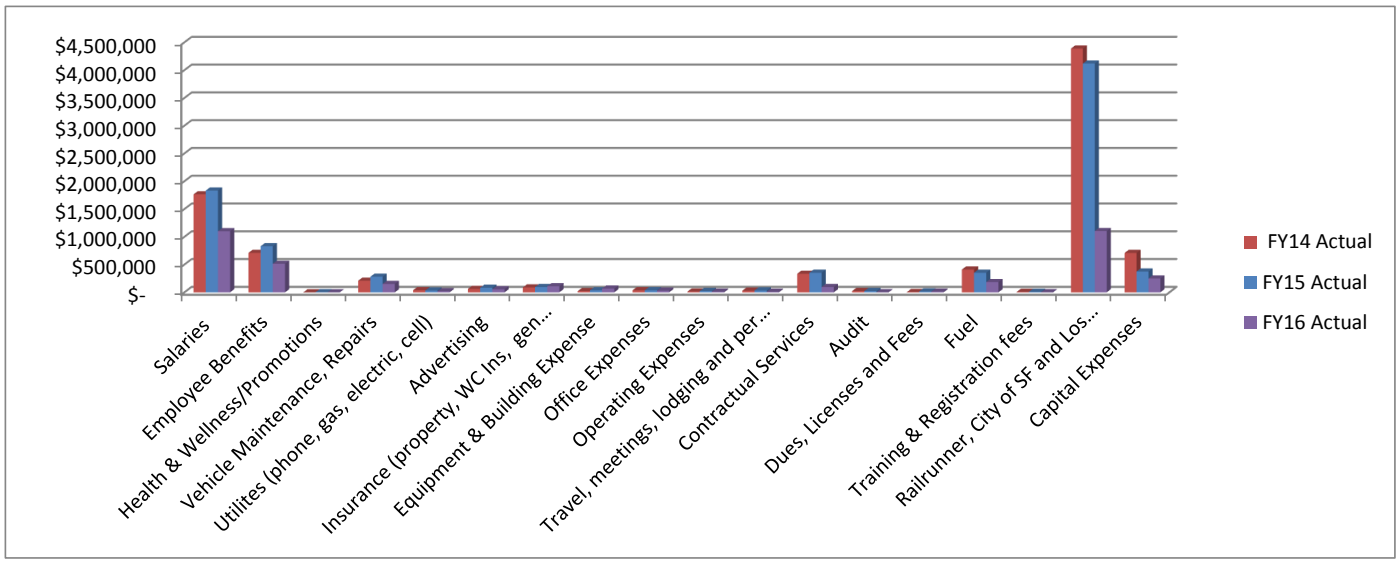
	Actual FY2014	Actual FY2015	Actual FY2016	Inc/(Dec) from Prior Year to Current Year
July	$ 81,096	$ 98,061	$ 128,685	$ 30,624
August	$ 127,744	$ 96,946	$ 145,446	$ 48,500
September	$ 195,614	$ 160,962	$ 223,878	$ 62,916
October	$ 113,711	$ 167,516	$ 203,353	$ 35,837
November	$ 150,353	$ 126,083	$ 134,896	$ 8,813
December	$ 102,402	$ 123,492	$ -	$ (123,492)
January	$ 112,085	$ 101,591	$ -	$ (101,591)
February	$ 123,056	$ 106,716	$ -	$ (106,716)
March	$ 221,112	$ 67,879	$ -	$ (67,879)
April	$ 221,326	$ 124,015	$ -	$ (124,015)
May	$ 137,177	$ 133,931	$ -	$ (133,931)
June	$ 316,361	$ 455,192	$ -	$ (455,192)
	$ 1,902,037	**$ 1,762,384**	**$ 836,258**	**$ (926,126)**

MONTHLY BOARD REPORT

NCRTD Expenses by Type

As of December 31, 2015

Year to Date Budget Variance 50%



Comparative Expenses by Type

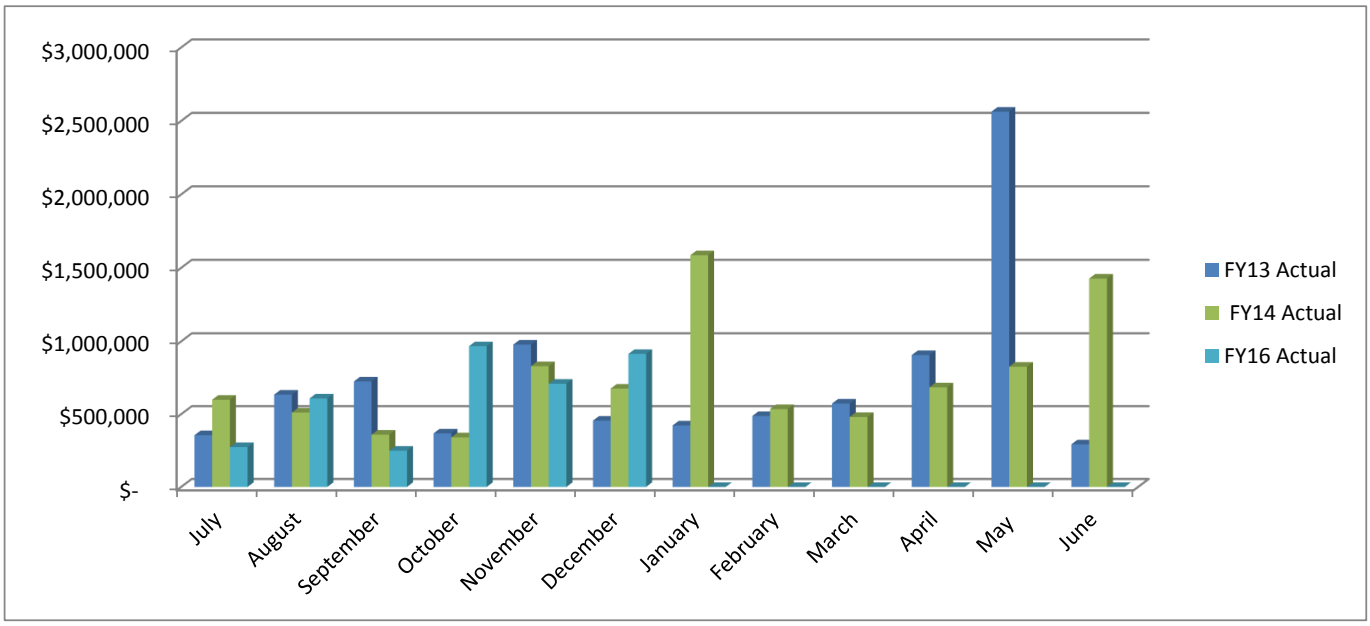
		FY14 Actual	FY15 Actual	Budget FY16	FY16 Actual	Year to Date Budget Variance
1	Salaries	$ 1,764,308	$ 1,831,697	$ 2,773,718	$ 1,099,758	39.6%
2	Employee Benefits	$ 709,864	$ 830,082	$ 1,245,195	$ 514,222	41.3%
3	Health & Wellness/Promotions	$ -	$ 2,555	$ 7,500	$ 753	10.0%
4	Vehicle Maintenance, Repairs	$ 209,623	$ 281,344	$ 260,700	$ 150,393	**57.7%**
5	Utilites (phone, gas, electric, cell)	$ 38,486	$ 33,084	$ 51,751	$ 18,983	36.7%
6	Advertising	$ 61,715	$ 82,687	$ 100,842	$ 55,465	**55.0%**
7	Insurance (property, WC Ins, gen liab, vehicle, civ	$ 87,589	$ 95,406	$ 115,196	$ 109,778	**95.3%**
8	Equipment & Building Expense	$ 22,181	$ 36,443	$ 76,735	$ 68,383	**89.1%**
9	Office Expenses	$ 36,948	$ 37,336	$ 67,163	$ 29,707	44.2%
10	Operating Expenses	$ 15,024	$ 22,812	$ 23,820	$ 12,681	**53.2%**
11	Travel, meetings, lodging and per diem	$ 30,111	$ 34,092	$ 41,245	$ 10,796	26.2%
12	Contractual Services	$ 333,948	$ 352,779	$ 369,603	$ 95,044	25.7%
13	Audit	$ 23,219	$ 23,433	$ 27,000	$ 1,970	7.3%
14	Dues, Licenses and Fees	$ 5,826	$ 15,961	$ 15,765	$ 13,112	**83.2%**
15	Fuel	$ 410,199	$ 352,857	$ 495,903	$ 184,170	37.1%
16	Training & Registration fees	$ 8,825	$ 9,087	$ 20,799	$ 2,203	10.6%
17	Railrunner, City of SF and Los Alamos	$ 4,387,272	$ 4,118,232	$ 4,447,190	$ 1,103,275	24.8%
18	Capital Expenses	$ 709,563	$ 374,409	$ 2,408,418	$ 249,206	10.3%
	TOTAL	$ 8,854,701	$ 8,534,297	$ 12,548,543	$ 3,719,899	29.6%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

NCRTD BUDGET EXPENDITURES OVERALL

As of December 31, 2015



Budget to Actual FY2015

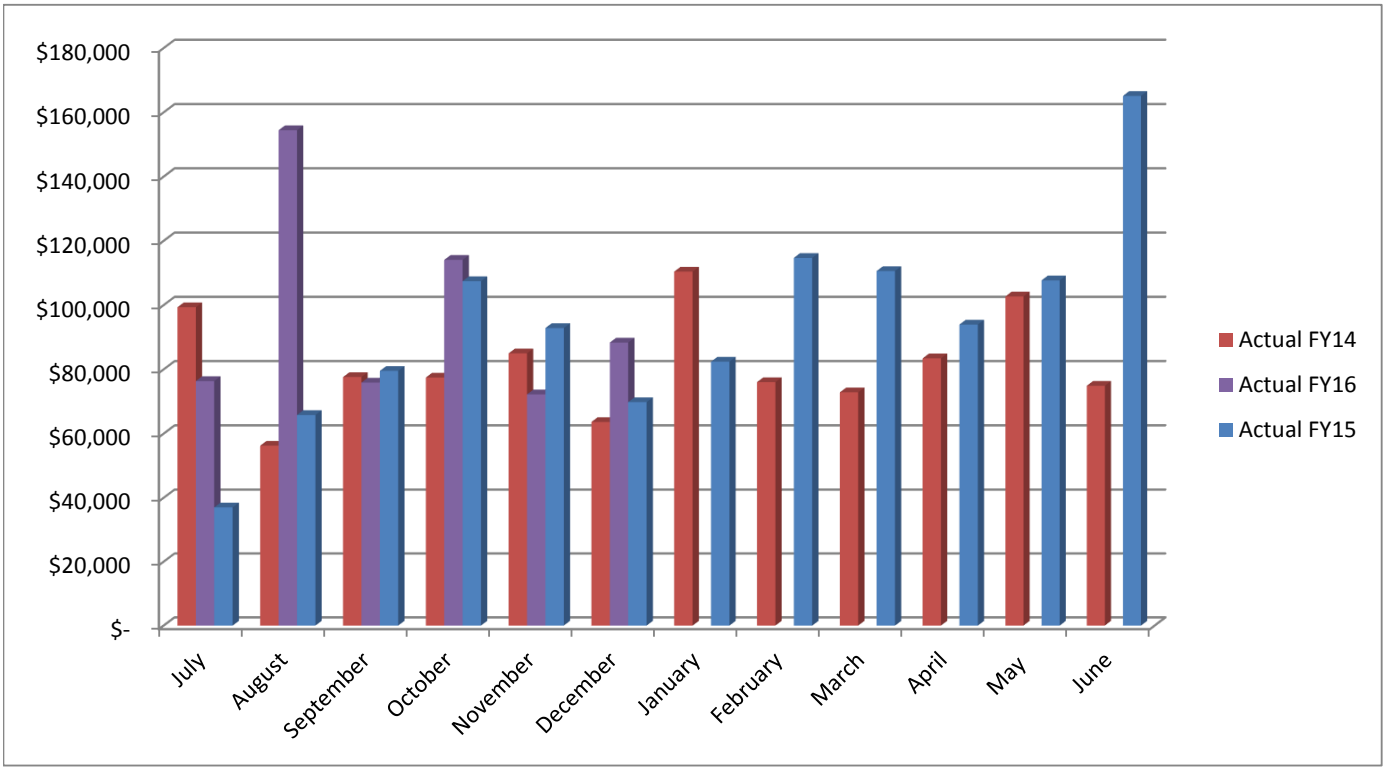
	FY13 Actual	FY14 Actual	FY15 Actual	Budget FY16	FY16 Actual	Inc/Dec of Budget vs Actual	Budget Variance
July	$ 355,735	$ 598,912	$ 546,007	$ 935,944.92	$ 273,848	$ 662,097	**29.3%**
August	$ 634,121	$ 511,240	$ 464,828	$ 935,944.92	$ 607,663	$ 328,282	**64.9%**
September	$ 724,752	$ 359,189	$ 313,124	$ 1,067,665.32	$ 249,172	$ 818,493	**23.3%**
October	$ 367,785	$ 341,082	$ 294,912	$ 1,067,665.32	$ 966,567	$ 101,098	**90.5%**
November	$ 977,721	$ 829,750	$ 783,580	$ 1,067,665.32	$ 709,030	$ 358,635	**66.4%**
December	$ 455,530	$ 675,551	$ 625,552	$ 1,067,665.32	$ 913,619	$ 154,046	**85.6%**
January	$ 422,342	$ 1,585,995	$ 1,534,559	$ 1,067,665.32	$ -	$ 1,067,665	**0.0%**
February	$ 487,459	$ 534,985	$ 287,772	$ 1,067,665.32	$ -	$ 1,067,665	**0.0%**
March	$ 573,082	$ 480,519	$ 429,154	$ 1,067,665.32	$ -	$ 1,067,665	**0.0%**
April	$ 905,718	$ 684,123	$ 1,339,437	$ 1,067,665.32	$ -	$ 1,067,665	**0.0%**
May	$ 2,563,210	$ 826,045	$ 934,795	$ 1,067,665.32	$ -	$ 1,067,665	**0.0%**
June	$ 292,818	$ 1,427,310	$ 1,300,982	$ 1,067,665.32	$ -	$ 1,067,665	**0.0%**
	$ 8,760,274	**$ 8,854,701**	**$ 8,854,701**	$ 12,548,543	**$ 3,719,899**	$ 8,828,644	**29.6%**

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Administration Expense Summary

As of December 31, 2015



Budget to Actual FY2014/FY2015 Comparative

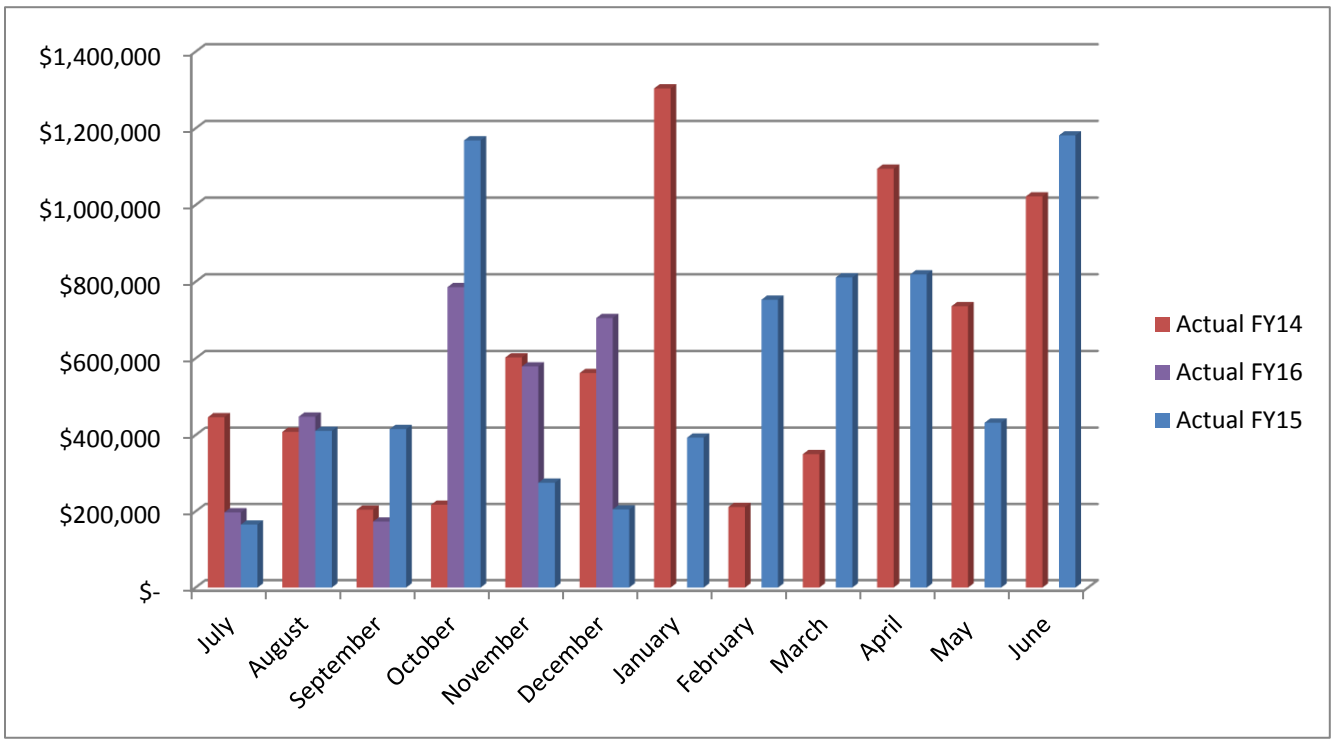
	Actual FY14	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	$ 99,342	$ 36,996	$ 111,744	$ 76,354	$ 35,390	**68.3%**
August	$ 56,248	$ 65,796	$ 111,744	$ 154,434	$ (42,690)	**138.2%**
September	$ 77,618	$ 79,531	$ 114,302	$ 75,888	$ 38,414	**66.4%**
October	$ 77,447	$ 107,450	$ 114,302	$ 114,095	$ 207	**99.8%**
November	$ 84,993	$ 92,871	$ 114,302	$ 72,212	$ 42,090	**63.2%**
December	$ 63,622	$ 69,805	$ 114,302	$ 88,349	$ 25,953	**77.3%**
January	$ 110,423	$ 82,409	$ 114,302		$ 114,302	**0.0%**
February	$ 76,028	$ 114,696	$ 114,302		$ 114,302	**0.0%**
March	$ 72,862	$ 110,596	$ 114,302		$ 114,302	**0.0%**
April	$ 83,438	$ 93,933	$ 114,302		$ 114,302	**0.0%**
May	$ 102,701	$ 107,700	$ 114,302		$ 114,302	**0.0%**
June	$ 74,894	$ 165,099	$ 114,302		$ 114,302	**0.0%**
	$ 979,616	**$ 1,126,883**	$ 1,366,506	**$ 581,332**	$ 785,174	**42.5%**

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Operating Expense Summary

As of December 31, 2015



Budget to Actual FY2014/FY2015 Comparative

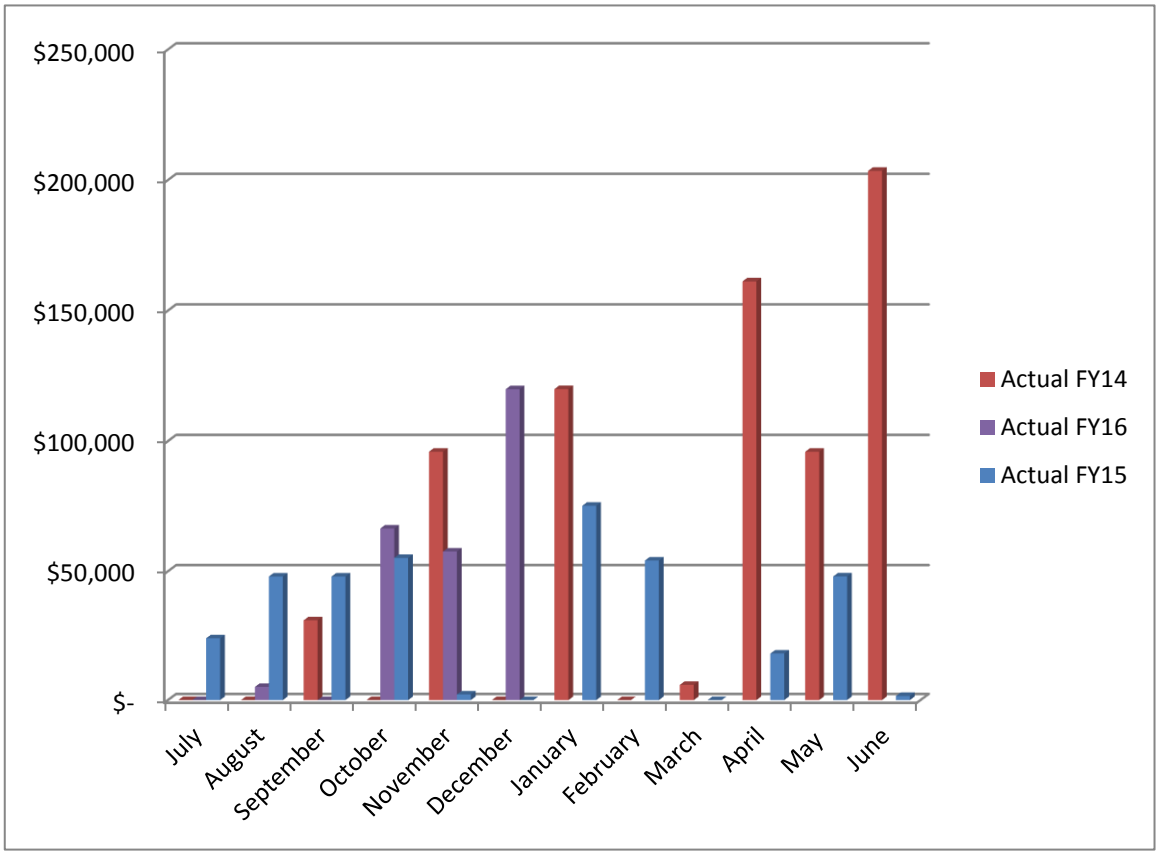
	Actual FY14	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	$ 446,665	$ 165,544	$ 719,298	$ 197,494	$ 521,804	27.5%
August	$ 408,580	$ 411,069	$ 719,298	$ 448,110	$ 271,188	62.3%
September	$ 204,531	$ 415,730	$ 734,512	$ 173,284	$ 561,228	23.6%
October	$ 217,465	$ 1,168,758	$ 734,512	$ 785,951	$ (51,439)	107.0%
November	$ 602,638	$ 275,448	$ 734,512	$ 579,144	$ 155,368	78.8%
December	$ 561,929	$ 205,224	$ 734,512	$ 705,378	$ 29,134	96.0%
January	$ 1,304,199	$ 393,437	$ 734,512		$ 734,512	0.0%
February	$ 211,744	$ 753,200	$ 734,512		$ 734,512	0.0%
March	$ 350,376	$ 811,276	$ 734,512		$ 734,512	0.0%
April	$ 1,094,811	$ 819,256	$ 734,512		$ 734,512	0.0%
May	$ 736,145	$ 432,325	$ 734,512		$ 734,512	0.0%
June	$ 1,022,562	$ 1,181,739	$ 734,512		$ 734,512	0.0%
	$ 7,161,646	**$ 7,033,005**	$ 8,783,719	**$ 2,889,361**	$ 5,894,358	**32.9%**

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Capital Expense Summary

As of December 31, 2015



Budget to Actual FY2014/FY2015 Comparative

	Actual FY14	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	$ -	$ 23,987	$ 104,903	$ -	$ 104,903	0%
August	$ -	$ 47,975	$ 104,903	$ 5,119	$ 99,784	5%
September	$ 30,974	$ 47,975	$ 218,851	$ -	$ 218,851	0%
October	$ -	$ 55,184	$ 218,851	$ 66,521	$ 152,330	30%
November	$ 95,949	$ 2,194	$ 218,851	$ 57,674	$ 161,177	26%
December	$ -	$ -	$ 218,851	$ 119,892	$ 98,959	55%
January	$ 119,937	$ 75,245	$ 218,851		$ 218,851	0%
February	$ -	$ 54,185	$ 218,851		$ 218,851	0%
March	$ 5,916	$ -	$ 218,851		$ 218,851	0%
April	$ 161,188	$ 18,078	$ 218,851		$ 218,851	0%
May	$ 95,949	$ 47,993	$ 218,851		$ 218,851	0%
June	$ 203,526	$ 1,593	$ 218,851		$ 218,851	0%
	$ 713,439	**$ 374,409**	$ 2,398,318	**$ 249,206**	$ 2,149,112	**10.4%**

NORTH CENTRAL REGIONAL TRANSIT DISTRICT
FINANCE SUBCOMMITTEE

January 22, 2016
9:00 AM - 11:00 PM

Executive Conference Room
1237 N. Riverside Drive
Espanola, NM 87532

CALL TO ORDER: Councilor Pete Sheehey, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Draft Bylaw Amendments
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Peter Dwyer, Legal Counsel.
Attachment

B. Compensation Study Results
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Daria Veprek, Human Resources Director.
Attachment

C. CLOSED SESSION

Closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations.

Reconvene in Open Session: Possible action item(s) from closed session.

D. Mid-Year Budget Review
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.
Attachment

E. Quarterly Investment Report
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.
Attachment

F. Minutes
None – No meeting in December, 2015

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

EXECUTIVE REPORT
For January 2016

EXECUTIVE

- Participated in weekly La Cienega route planning.
- Submitted subdivision application to Town of Taos.
- Participated in staff improvement "four fields of success" matrix development.
- Continued review and discussion of outstanding site property issues with Attorney and Land Use consultant.
- Finalized compensation survey and reviewed with Finance subcommittee.
- Meet with Town of Taos staff regarding outstanding reimbursements.
- Attended SWTA Annual Conference in Mesa, AZ representing NMTA.
- Represented district at Annual SF Chamber legislative reception.
- Attended monthly MPO TCC meeting.
- Attended via conference call SWTA Board meeting.
- Attended via conference call APTA Small Operations Committee.
- Attended via conference call APTA State Affairs Committee.
- Attended NMTA monthly Board of Directors meeting.
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

MARKETING/PUBLIC INFORMATION OFFICE

- Cristina Lepisto, Marketing and Communications Specialist, began work with the NCRTD on Monday, January 11
- Worked with the Santa Fe New Mexican for a feature story on the increased ridership on the Mountain Trail. The piece led to a newspaper editorial piece in support of the route
- Worked with the Santa Fe New Mexican for a story on the changes to Edgewood/Eldorado/Turquoise Trail routes
- Completed an NCRTD quick facts document which provides an easy-to-read summary of the FY2015 annual report
- Worked with Ski Santa Fe to provide materials for the RTD promotion on the header of their website
- Prepared for a February 6 community meeting at the La Cienega Community Center to solicit input from the community for the new route to launch this spring. Prepared press release, public notice. Worked with the local association for email to their membership, notice on Facebook page and postings on the community boards
- Met with Marlene Foster, La Cienega association Board member

- Participated in a ride along in the La Cienega/La Cineguilla area to determine routing and bus stop locations
- Participated as a sponsor of the Santa Fe Chamber Legislative Reception along with Santa Fe Trails and Rio Metro RTD
- Prepared a redlined version of the social media policy to present to the Board in February
- Began to reach out to potential polling resources for the 2016 NCRTD rider survey
- Began work to set up a Mountain Trail stakeholders meeting for early February
- Was interviewed live on KSWV and KVSF (The Voice of Santa Fe) to talk about Mountain Trail and other RTD news
- Met with Jonathan Grassmick of Slazer Technologies to assess advertising on TV monitors located in areas around Santa Fe (restaurants, airport, etc.)
- Participated in a series of La Cienega planning meetings throughout the month
- Continued build out of pages for Mountain Trail and TSV Green on ncrtd.org, and provided updates throughout the month
- Wrote and disseminated a press release and rider alerts regarding MLK Day schedules and Eldorado/Edgewood/Turquoise Trail route modifications
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in January excluding Saturdays and Sundays
- KSWV 810-AM in Santa Fe, :30 sec Mountain Trail spots ran 20 times in January as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM ½ hour
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in January
- A series of 30-second spots in English and Spanish ran on KXMT in Taos
- Two banner ads ran in December in the Santa Fe New Mexican. Two banner ads ran in the Taos News and Los Alamos Monitor. Two 1/8 page ads ran in the Rio Grande Sun
- A series of digital ads ran on SantaFe.com, Santa Fe Hometown News, Los Alamos Daily Post and Valley Daily Post. Ads also continued running on the Taos News website as well as in Google searches in the Taos County area
- Ads ran in the Green Fire Times and Chama Valley Times

SERVICE DEVELOPMENT

- December 2015 5311 Ridership Report
- ITS AVL/CAD project work including:
- Oversight of ongoing tweaks and improvements to schedule, routing and map
- Continued data entry input and oversight, emphasis on trigger boxes and angles of entry
- Route modifications to Eldorado/Edgewood midday and Turquoise Trail Golden extension implemented
- Continued google transit process: attended training session, begin data validation
- TAP FY14 and FY15- original RFB determined to need to be rebid, currently out to bid with a submittal deadline of January 28, 2016; anticipated award at February Board (dependent upon FHWA and NMDOT approval); anticipated construction to begin March 2016
- Continued discussion with Santa Fe National Forest about Mountain Trail route and ROW, use of federal lands, bicycle transport, special use permit
- Participated in follow up concall with ESRI ArcGIS to further demo planning and asset management software as well as discuss pricing; currently demoing ArcGIS online to assess functionality; created NCRTD geodatabase and mapping template
- Presented ESRI planning tools and techniques to Executive Director

- Demographic and census data collected for La Cienega pilot service planning
- Creation of traffic study map for La Cienega
- Ride along in the La Cienega community to begin assessment of pilot service area
- Met with La Cienega community representative to garner input
- Continued onboarding of new Planner, implementation of training schedule; dispatch, supervisor and Operations sit-ins; route ride-along on Santa Fe and Chama routes
- Participated in follow up concall with Avail regarding the outfit of the 9 buses in Taos (inherited through the consolidation) with full suite of technologies, awaiting revised quote
- Attended NPRTPO special meeting to prioritize Ohkay Owingeh Pueblo 5311 application
- Dispersed outreach letters to local and Tribal entities requesting involvement in future planning endeavors
- Planner completed defensive driving course
- Created informational route packet for Ohkay Owingeh Pueblo
- Participated in Four Fields of Success management session
- Attended Federal ADA guidance webinar
- Participated in concall discussion regarding possible funding opportunity for improved elderly and disabled transit options

OPERATIONS

- Participated in the Supervisor training held by NMTA & Bob Davis-Mayo.
- Working with management team on La Cienega route planning and field trip.
- Martin Frazier with Apollo Video for training on new security video camera systems on buses.

HUMAN RESOURCES

- Celebrated Birthdays and Anniversary Day on Wednesday, January 13.
- Fun Committee Meeting on Thursday, January 14.
- Coordinated with the Fun Committee Leaders, the Holiday Door Décor and Who's that baby Contests
- Coordinated Above and Beyond Raffle
- Coordinated Sick Leave Cash out/Banking requests for represented colleagues.
- Attended Training: Professional/Coaching Excellence on Jan 7, Jan 8
- Attended Webinar: NPELRA-FLSA Webinar on Jan 27
- Implemented Topic of the Day for Coaching Excellence and Professional Excellence, an ongoing opportunity to apply principles learnt in our recent Excellence training.
- I-9 Employment Verification Audit
- Benefit Accruals Audit
- FMLA/Worker's Comp File Audit and Separation
- Drafted with the Fun Committee Members, the Employee Relations Annual Calendar of Events for 2016.
- Conducted empathy discussion with Fun Committee to learn about potential obstacles/opportunities to effectively establish the Four Fields of Success for the Human Resources Department.

Performance Measures

for

Fiscal Year 2016

December 2015

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."
The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

1. **Administrative:**
   - **A. Ridership, All Funded Routes**
   - **B. Ridership, NCRTD Operated Routes**
   - **C. Monthly Expenditures**
   - **D. Cost Per Mile**
   - **E. Cost Per Trip**

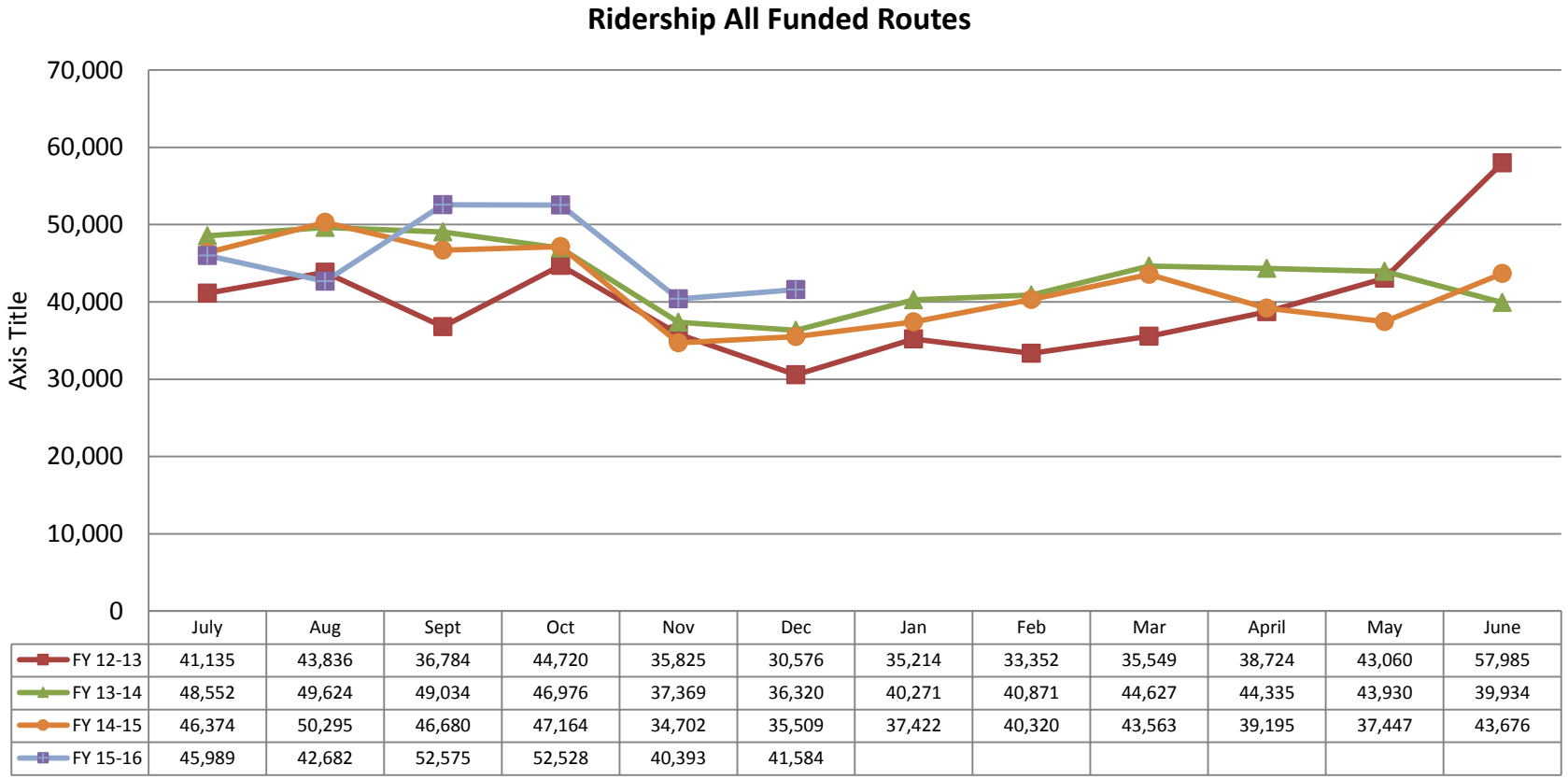
2. **Fleet:**
   - **A. Vehicle Back Up Ratio**
   - **B. Average Vehicle Age**
   - **C. Percentage of "On-Time" PM / Inspections**
   - **C. Accidents, Major/Minor Tracking**

3. **Customer Relations:**
   - **A. Complaints**
   - **B. Incidents**

The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District's operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

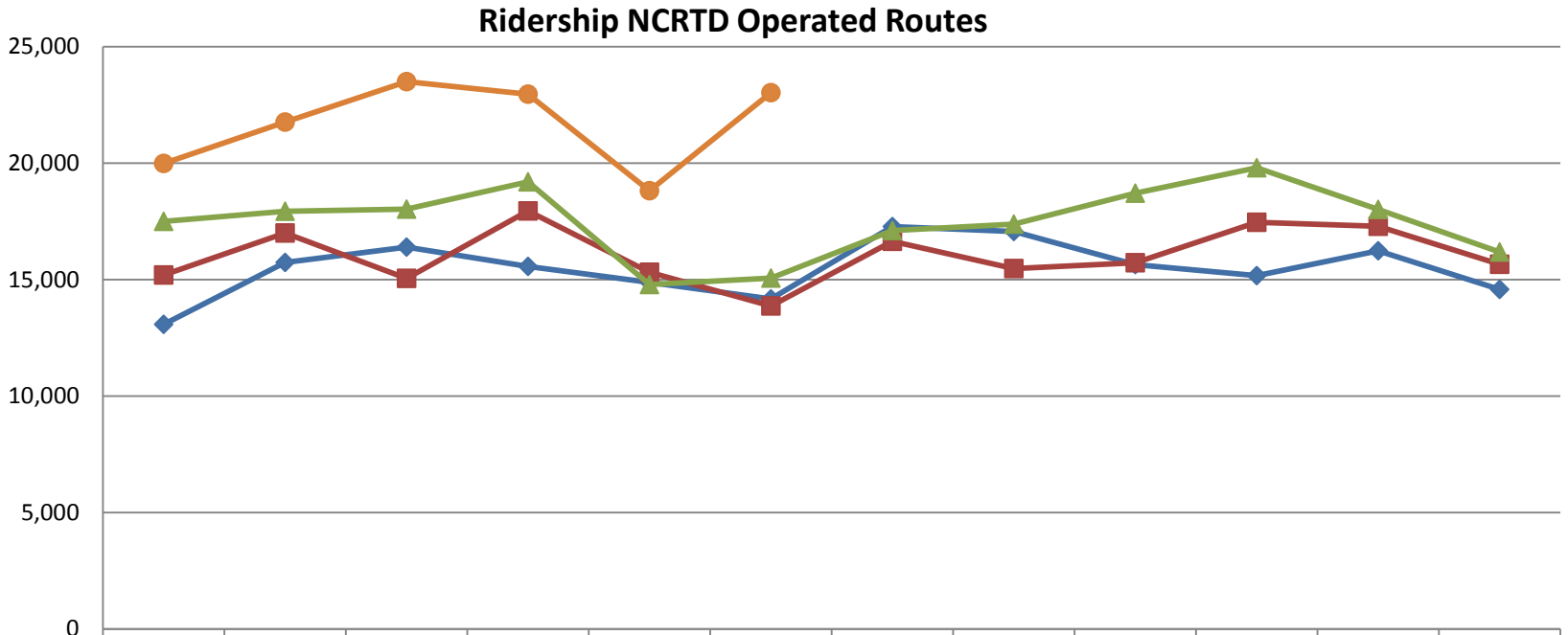


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	41,135	43,836	36,784	44,720	35,825	30,576	35,214	33,352	35,549	38,724	43,060	57,985
FY 13-14	48,552	49,624	49,034	46,976	37,369	36,320	40,271	40,871	44,627	44,335	43,930	39,934
FY 14-15	46,374	50,295	46,680	47,164	34,702	35,509	37,422	40,320	43,563	39,195	37,447	43,676
FY 15-16	45,989	42,682	52,575	52,528	40,393	41,584						

Performance Measure - Administrative:

Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 20 fixed and commuter routes as well as the demand response routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.

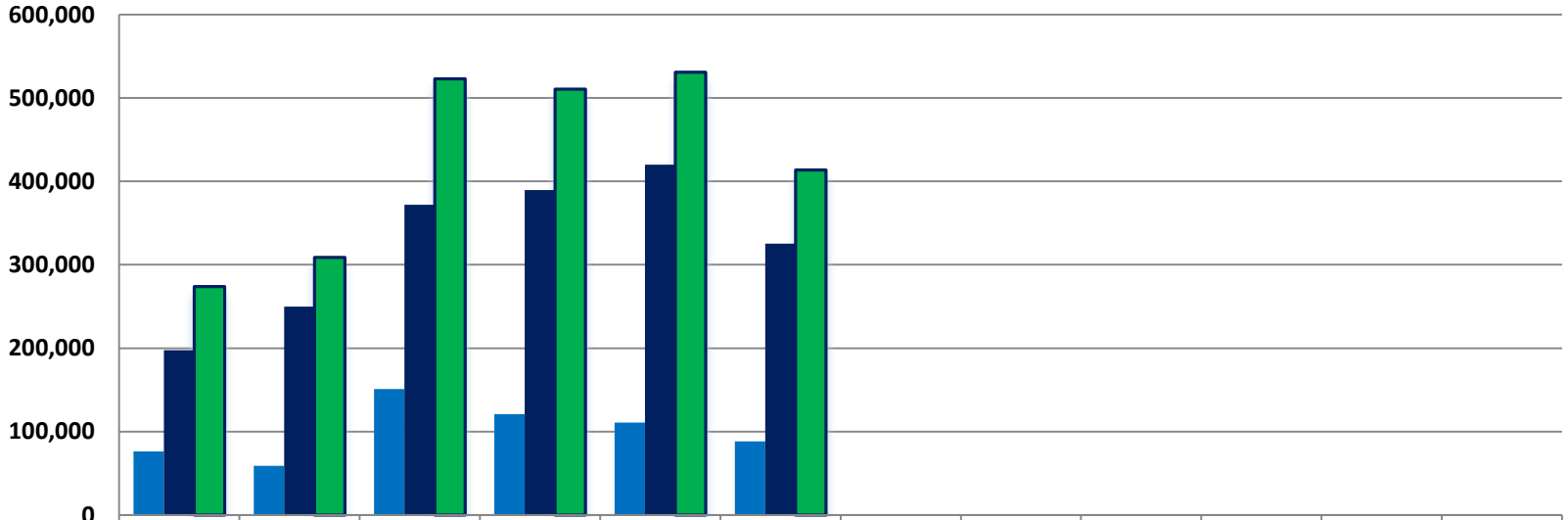


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 11-12	13,081	15,739	16,397	15,567	14,886	14,167	17,274	17,071	15,650	15,178	16,244	14,573
FY 12-13	15,200	16,995	15,052	17,943	15,317	13,872	16,642	15,471	15,729	17,465	17,285	15,653
FY 13-14	17,504	17,934	18,033	19,205	14,792	15,069	17,102	17,380	18,719	19,804	18,021	16,187
FY 15-16	19,992	21,768	23,498	22,962	18,824	23,033						

Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

Monthly Expenditures FY 13-14

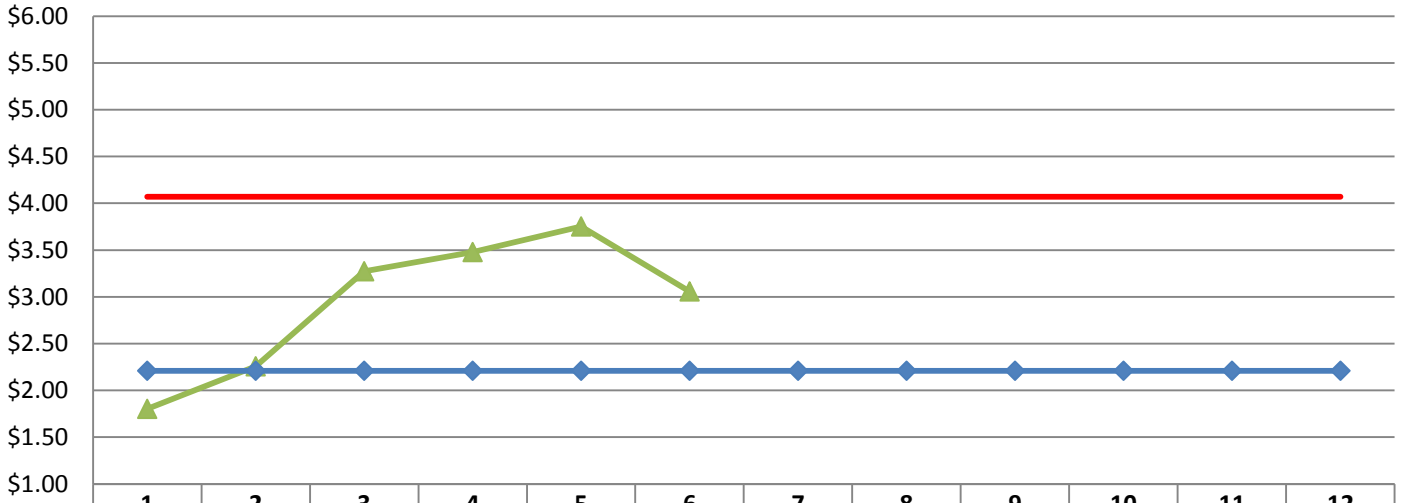


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Admin	$76,354	$59,063	$151,069	$121,003	$110,781	$88,349						
Operating	$197,484	$249,820	$372,007	$389,501	$419,913	$325,386						
Total	$273,838	$308,883	$523,076	$510,504	$530,694	$413,735	$0	$0	$0	$0	$0	$0

Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the **2014*** Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark**. *This Data from 2104 Rural Transit Data Fact Book has been revised for the FY15 year.**

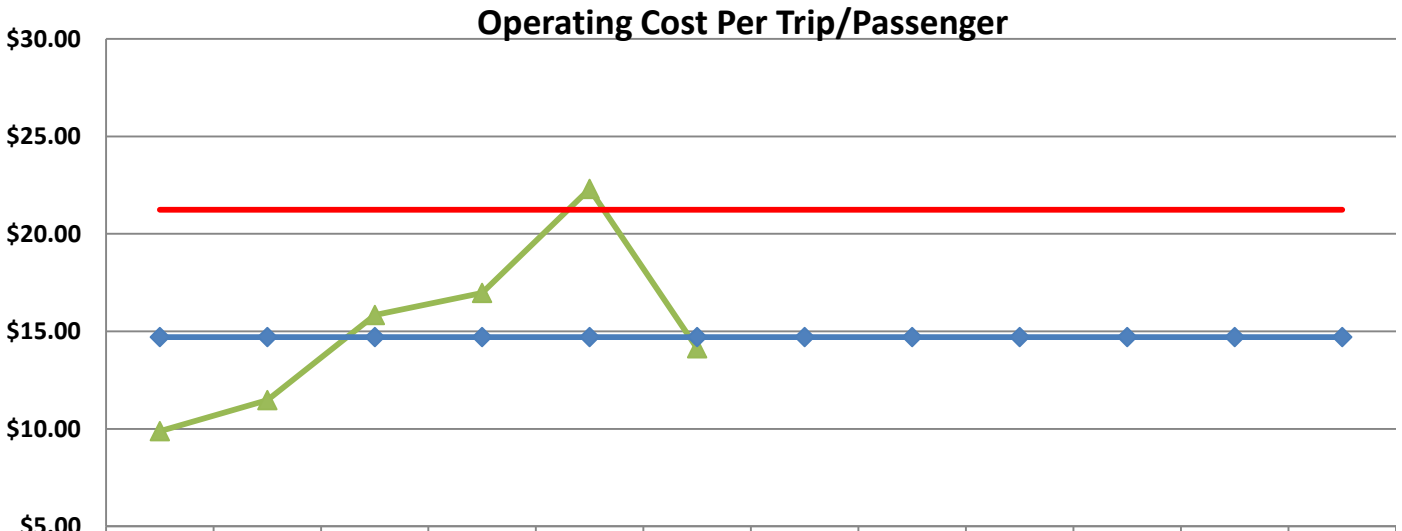
Operating Cost Per Vehicle Mile



	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	$1.80	$2.26	$3.27	$3.48	$3.75	$3.06						
Sandoval/Valencia	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07
Region 6 Total Cost Per Mile	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the **2014*** Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark. **. *This Data from 2104 Rural Transit Data Fact Book has been revised for the FY15 year.**

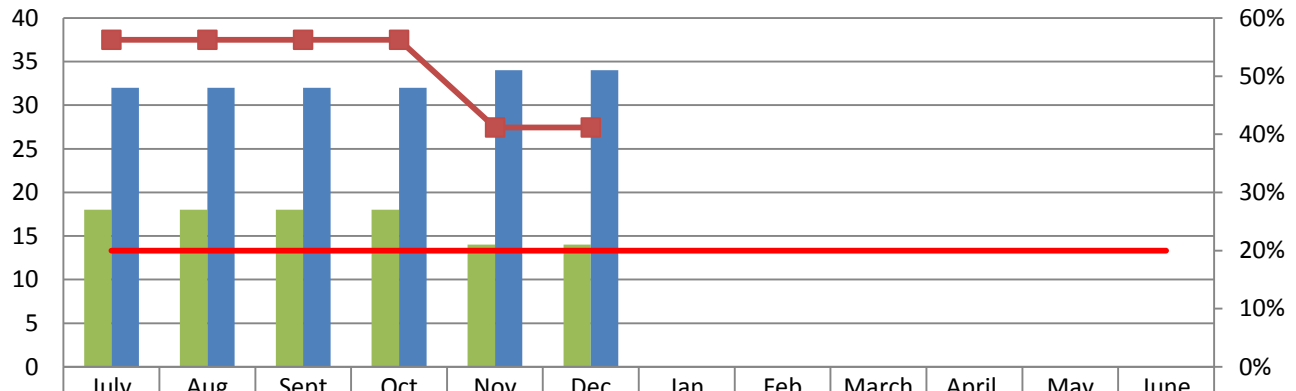


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	$9.88	$11.48	$15.83	$16.96	$22.31	$14.13						
Sandoval/Valencia	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24
Region 6 Total Cost Per Trip	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70

Spare Vehicle Ratio/Combined all Vehicles

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 50 vehicles. NCRTD's fleet totals 48 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of now 34 and a backup fleet of 14, the backup ratio is 41%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

Spare Vehicle Ratio/Combined All Vehicles

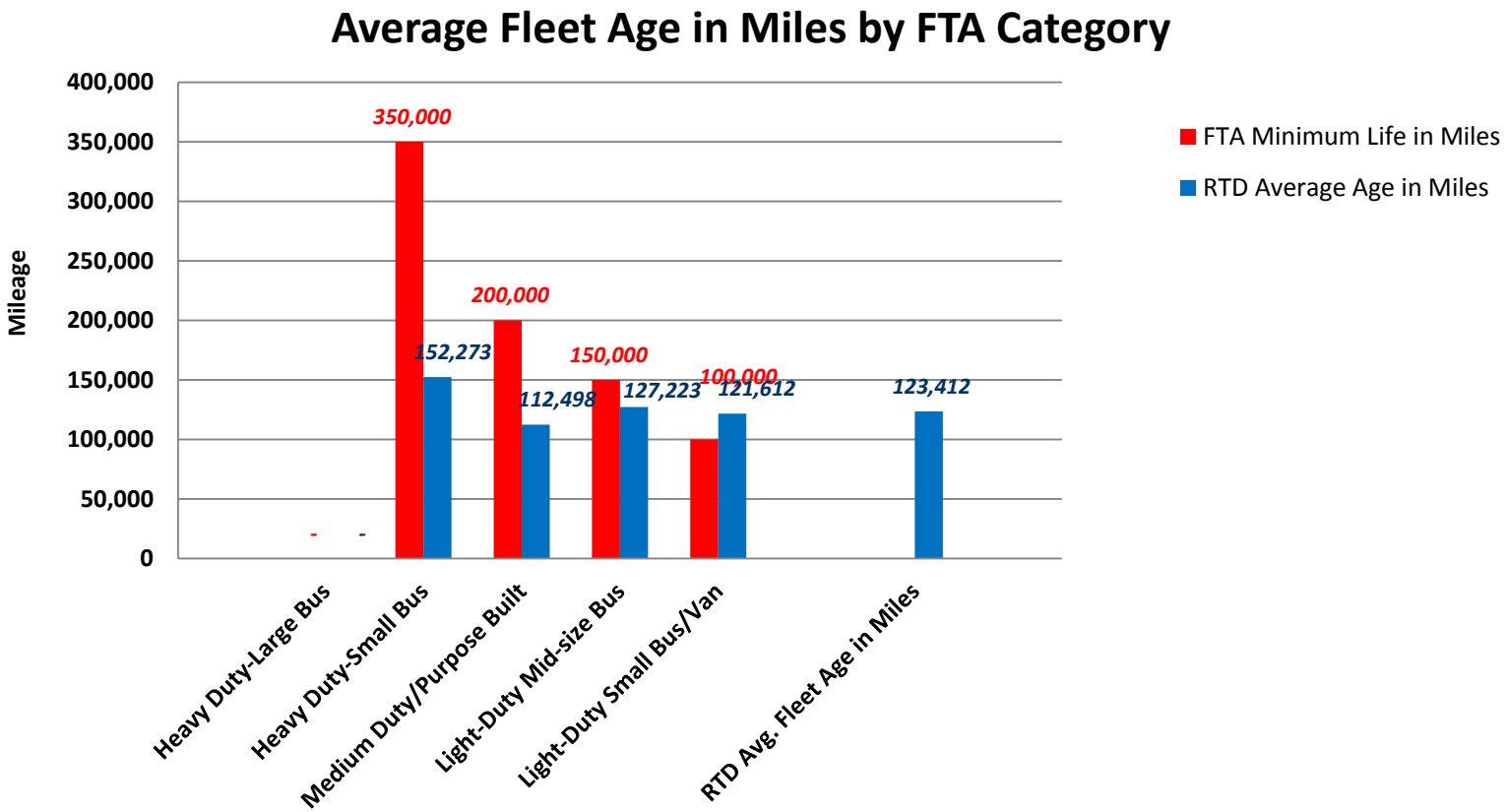


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Spare Vehicles	18	18	18	18	14	14						
# Needed to run	32	32	32	32	34	34						
Spare Ratio	56.25%	56.25%	56.25%	56.25%	41.18%	41.18%						
Recommended	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%

Performance Measure - Fleet:

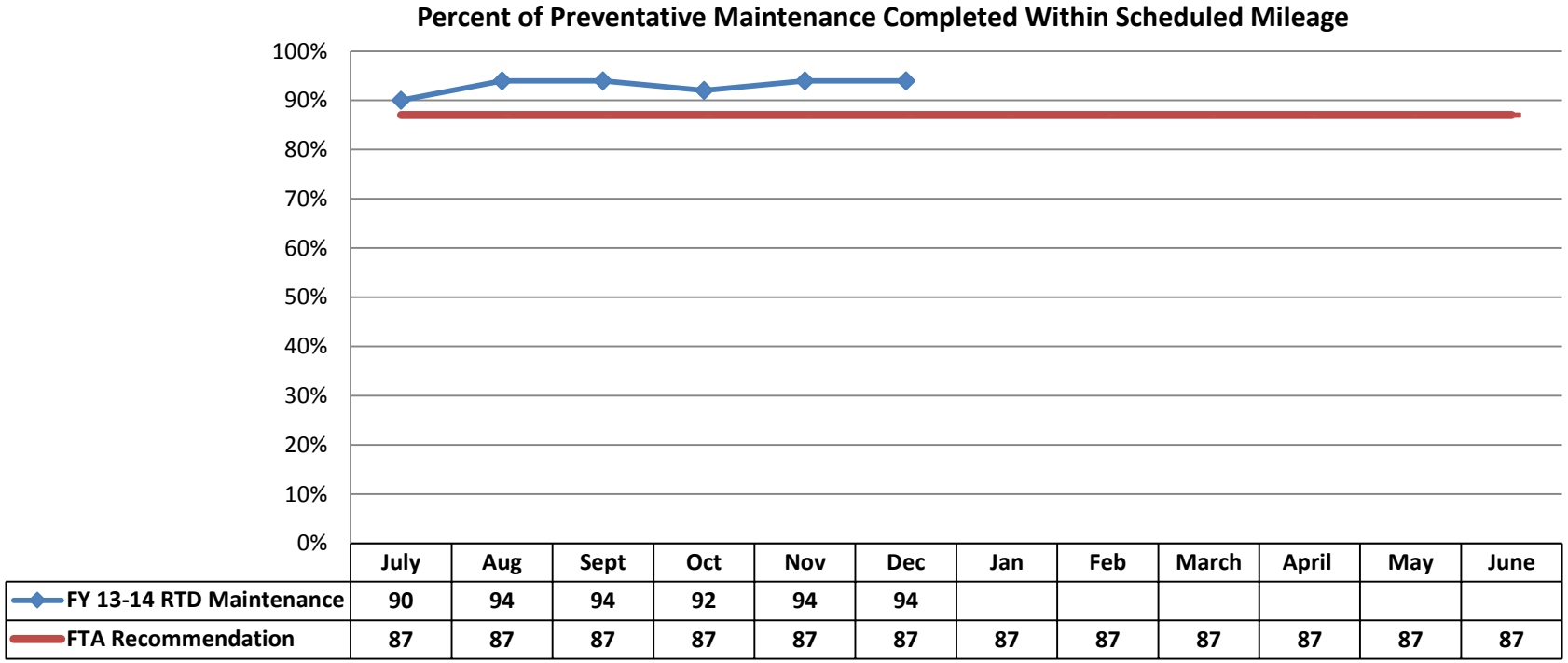
Average Fleet Age

The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.



Percentage of "On-Time" PM / Inspections

The federal benchmark for the percentage of "on-time" preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer's recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer's recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 6000 mile intervals for the light and medium gasoline powered fleet and 7000 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.



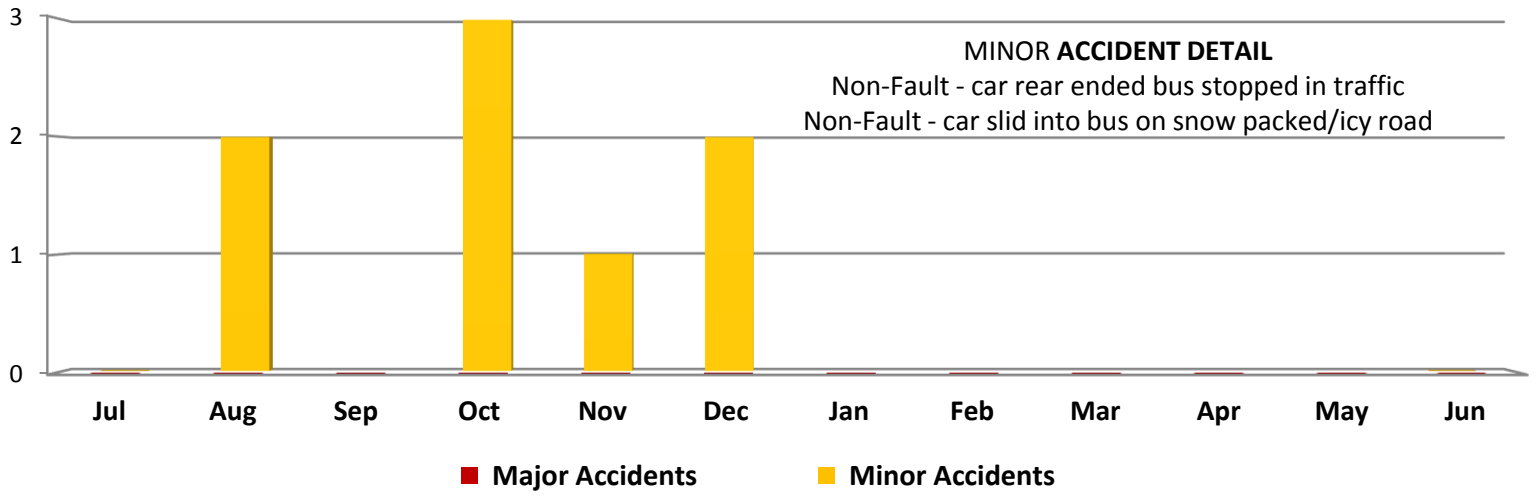
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 13-14 RTD Maintenance	90	94	94	92	94	94						
FTA Recommendation	87	87	87	87	87	87	87	87	87	87	87	87

Performance Measure - Fleet:

Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.

Number of Major/Minor Accidents per 104,664 Miles Avg. Driven Monthly



Last Minor Accident - Dec 12, 2015 **Miles Driven since last Minor Accident - 69,776**

Last Major Accident - October 22, 2013 **Miles Driven since last Major Accident - 2,143,709**

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. Chile Line – A man complained of being left at the stop by the bus and complained of the interaction with RTD staff. / Attempts to contact the complainant by the operations director were unsuccessful. The Taos supervisor did take the initial complaint and did try to explain the need to be present at the stop before the posted time.
2. Chile Line – Rider complained the bus was late and did not appreciate having to wait in the cold. / The driver was questioned; he had to pick up an disabled passenger in a wheel chair, assist and secure the chair and then later stop, unsecure and assist the disabled passenger off the bus, before reaching the stop of the complainant. This took a considerable amount of time and the route was delayed 20 minutes in the process.
3. Chile Line- A rider complained of the bus not stopping at the bus stop for him. / The driver, when questioned, said that she did stop the bus stop and let a passenger off but no one was there waiting.
4. Mountain Trail – A mother of a young passenger complained that the bus was full at Fort Marcy Park, and there was no other bus available. This concerned her due to the fact she felt it unsafe to let her son off there with no assurance of transport to or from the ski area. / The caller was assured that this would be taken into consideration. The management team met and initiated a backup bus to be put into operation when the regular bus became full before departing up the mountain during the holiday/school break periods.

Performance Measure – Customer Relations: Complaints Per Month

FY 15-16 Number of Complaints

	Total	Schedule Issues	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	3		1		2	0.02%
August	2		2			0.01%
Sept	6		5		1	0.03%
Oct	0	0	0	0	0	
Nov	2	1			1	0.01%
Dec	4		3		1	0.02%
January	0					
Feb	0					
March	0					
April	0					
May	0					
June	0					
	0					
Total	17	1	11	0	5	0.02%

Performance Measure – Customer Relations: Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Chimayo – A male rider was flirting the driver and became louder using inappropriate language. When asked to be quite, he continued and was ejected at Orlando's Store.
2. Riverside – A rider boarded at the Boomerang stop and asked to be transported to Santa Fe since he missed the Santa Fe bus at the Park & Ride. The driver informed him that the Riverside bus does not go to Santa Fe. She would take him back to Park & Ride but he did not want to wait in the cold. He decided to stay on and got off at the Shell Station stop.
3. Red River – A male rider who had be previously warned for using foul language began to do it again. The driver warned him to control his language and he got mad, but them apologized for his behavior.
4. Tesuque – After leaving the Park & Ride, a man stood in the middle of the road and would not get out of the way, blocking the bus from continuing. The driver opened the door to tell him boarding was not allowed but he boarded and began to argue with the driver. A supervisor was called to the scene and assisted with deboarding the man. Driver was coached not to converse in the street using the opened door.
5. Santa Fe – A rider was noticed having a knife and passengers felt uncomfortable. The driver noticed him acting strange. He was let off at his stop. The driver was directed and coach to use the covert alarm to call in for immediate backup when weapons are present on the bus.
6. Tesuque – 3 men were notice drinking alcohol on the bus. They were ejected at the Cities of Gold stop.
7. El Rito – A rider was found to have opened and was drinking pint of alcohol. He was ejected at Hwy 554 at Hwy 285.

Performance Measure – Customer Relations: Customer Incidents

FY 14-15 Number of Customer Incidents

	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	11		4	7		0.06%
Aug	12	6	1	4	1	0.06%
Sept	6			1	5	0.03%
Oct	8	1		4	3	0.03%
Nov	3			3		0.02%
Dec	7		2	3	2	0.03%
Jan	0					
Feb	0					
March	0					
April	0					
May	0					
June	0					
Total	47	7	7	22	11	

PARATRANSIT
Performance Measures

for

Fiscal Year 2016

December 2015

DEMAND RESPONSE / PARATRANSIT
Performance Measures for
Fiscal Year 2015

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."
The report data collected is grouped into 3 areas: Demand Response Administrative, Paratransit Operations and Customer Relations:

1. **Demand Response Administrative:**
   - **A. Ridership, All Demand Response Routes**
   - **B. Ridership, Demand Response Paratransit**
   - **C. Demand Response Operational Cost**
   - **D. Cost Per Mile**
   - **E. Cost Per Trip**

2. **Paratransit Operations**
   - **A. Cancellations**
   - **B. Late Cancellations**
   - **C. No-Shows**
   - **D. On-Time Performance**

E. Trip Length

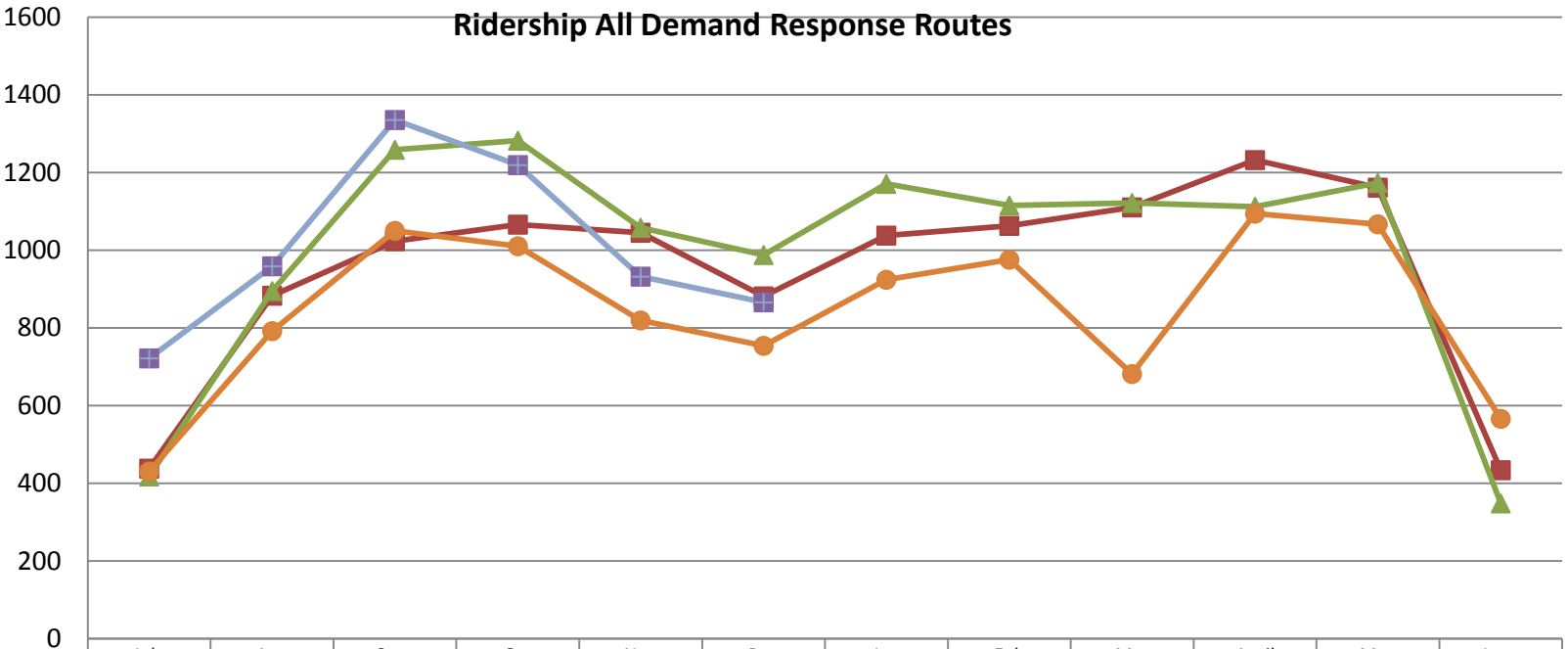
3. **Customer Relations:**
   - **A. Complaints**
   - **B. Incidents**

The closest peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable to cost per mile. Their percentage of Demand Response trips are 46% of their total ridership, higher than NCRTD's at 4.7%, showing a considerable spread on the cost per trip. The FTA benchmarking data used originates from the Rural Transit Fact Book 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

Performance Measure - Administrative:

Ridership Tracking of All Demand Response Routes

This measurement tracks the number of rides (trips) taken each month on all the demand response routes within the district. This graph shows the NCRTD demand response ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand.



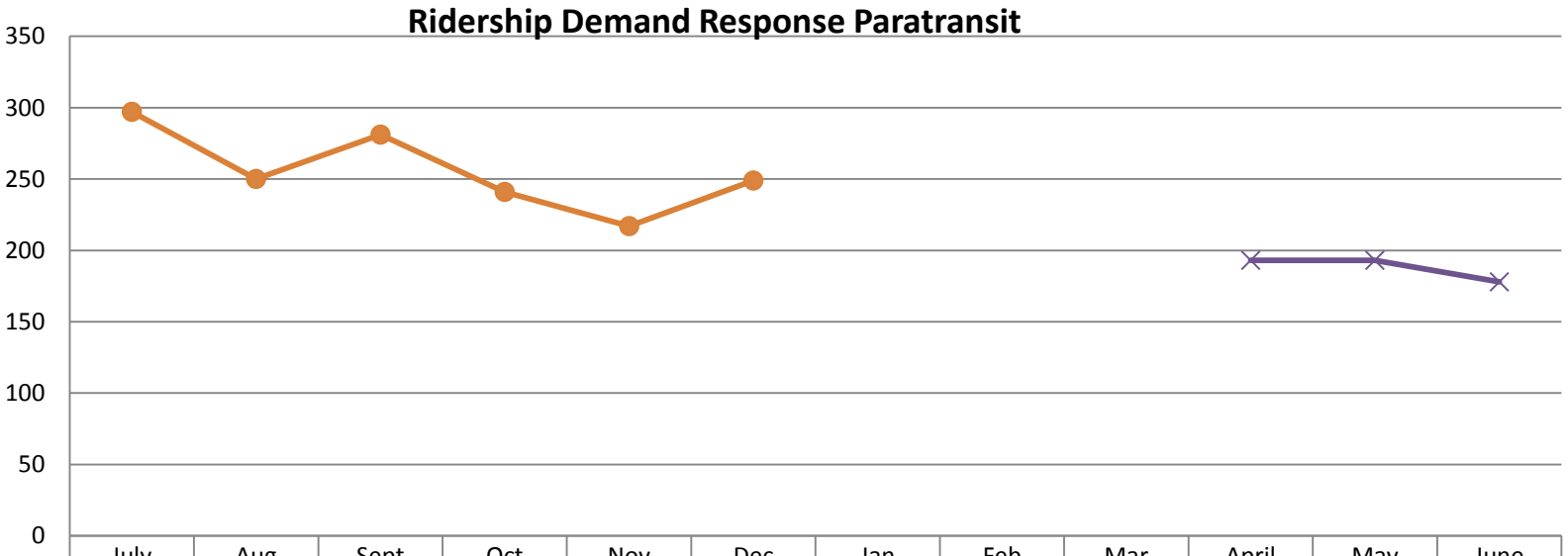
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	438	883	1,023	1,066	1,045	881	1,038	1,063	1,110	1,232	1,161	434
FY 13-14	418	895	1,259	1,282	1,058	988	1,171	1,115	1,122	1,112	1,173	348
FY 14-15	431	792	1,050	1,010	819	754	924	976	681	1,094	1,067	566
FY 15-16	722	959	1,335	1,219	932	866						

YEAR TO DATE: FY 15-16 **6033**

Performance Measure - Administrative:

Ridership Tracking of Demand Response / ADA Paratransit Trips

This ridership data represents the number of ADA paratransit trips that occurred each month within the demand response routes. This also includes any ADA eligible trips that occurred on the fixed/flex routes. Please note that this an incomplete chart at this time will be updated as ADA Paratransit ridership can be mined from the historical data.



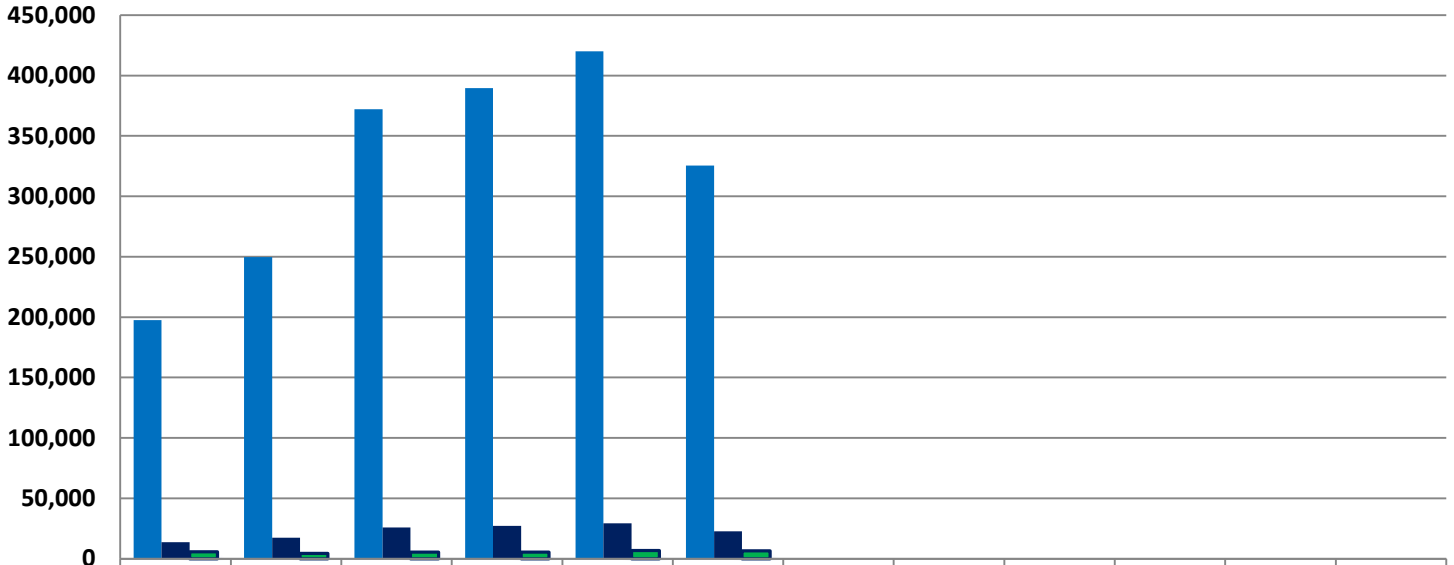
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13												
FY 13-14												
FY 14-15										193	193	178
FY 15-16	297	250	281	241	217	249						

YEAR TO DATE: FY 15-16 **1535**

Monthly Demand Response & ADA Paratransit Operational Costs

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the operational costs to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. The operating budget for demand response is 6.97% of the overall operating budget. Each month's operating expenditures are calculated at 6.97% to acquire a crude demand response share. That share is then calculated to a percentage of the actual ADA trips for the month to determine a cost for paratransit. This number will be used to calculate cost per mile and cost per trip.

Monthly Demand Response & ADA Paratransit Operational Cost FY 14- 15

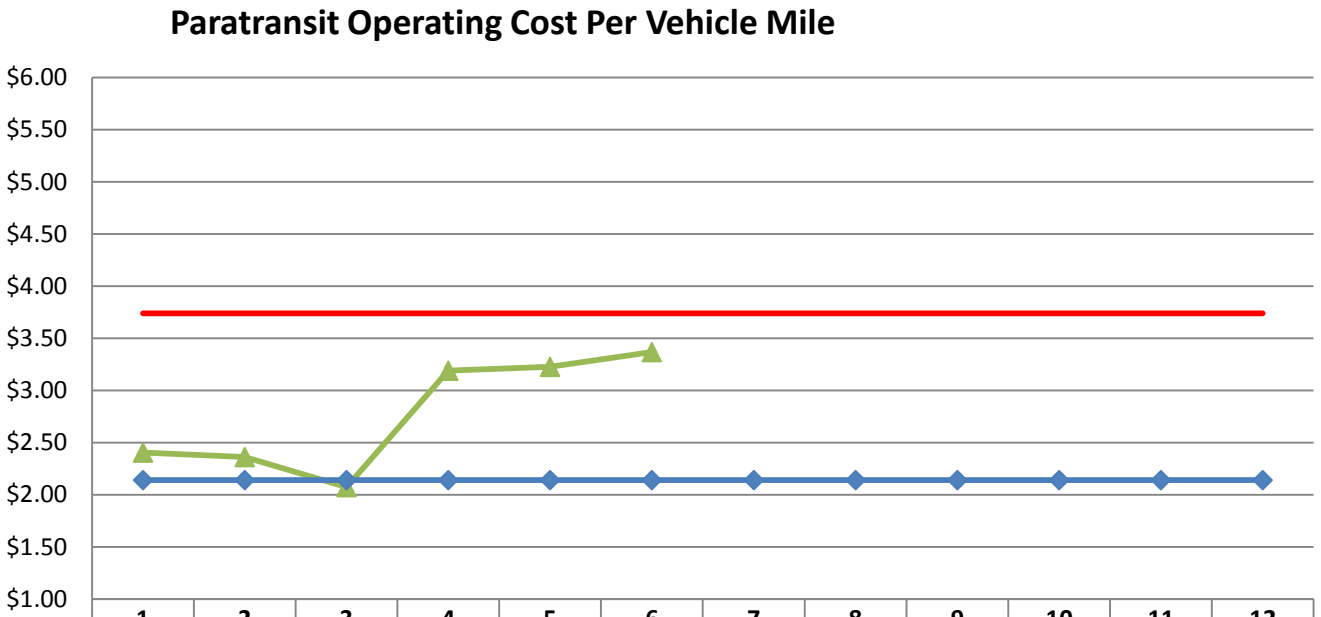


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Total Operations	$197,484	$249,820	$372,007	$389,501	$419,913	$325,386						
Demand Ops	$13,765	$17,412	$25,929	$27,148	$29,268	$22,679						
Paratransit Cost	$5,663	$4,527	$5,445	$5,375	$6,819	$6,532	$0	$0	$0	$0	$0	$0

YEAR TO DATE: FY 15-16 **$34,361**

Paratransit Operational Cost per Vehicle Mile

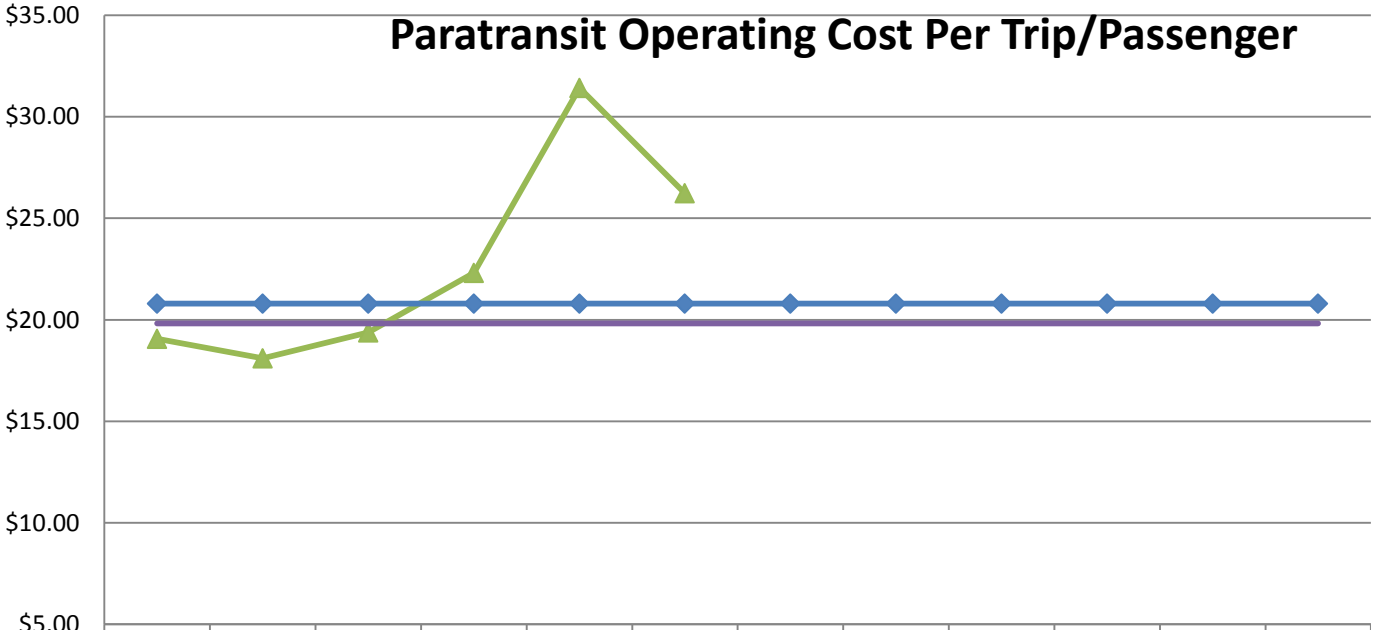
The Paratransit Cost per vehicle mile is the total operating costs per month in relation to the percentage of ADA vehicle miles per month traveled . The mileage data is logged daily for each route and compiled into a monthly report. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's demand response paratransit route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 and 5310 funding. The peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable. Data from the 2014 Rural Transit Data Fact Book with data from 2012, specifically FTA's District 6 (our district) annual cost per trip is included as a benchmark.



	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	$2.40	$2.36	$2.07	$3.19	$3.23	$3.37						
Sandoval/Valencia County	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74
Region 6 Total Cost Per Mile	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14

Paratransit Operating Cost per Trip

The paratransit cost per trip is computed on a monthly basis by dividing the paratransit monthly operating costs from the paratransit cost (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 and 5310 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes.. The peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable . Data from the 2014 Rural Transit Data Fact Book with data from 2012, specifically FTA's District 6 (our district) annual cost per trip is included as a benchmark.



	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	$19.07	$18.11	$19.38	$22.30	$31.42	$26.23						
Sandoval/Valencia County	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82
Region 6 Total Cost Per Trip	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80

Cancellations, Late Cancellations and No-Shows

Cancellations, Late Cancellations and No-shows by the paratransit rider are tracked as a performance measure. A late cancellation (cancelled within 2 hours of the scheduled trip) is counted as a No-Show. When a rider has accumulated 3 No-Shows in a 30 day period, he/she may be subject to a 30 day suspension of service.

Cancellations = 12, Late Cancellations = 20, No-shows = 2

On Time Performance and Trip Length tracked for scheduling and driver performance. On-Time performance is considered on-time from 10 minutes before to 20 minutes after the scheduled pickup time for the scheduled ride. This is reflected in the percentages of total trips that were early, late and on time. The performance goal for this measure is to attain 90% On-time.

Early = 18.76% On Time = 80.54% Late = 0..71%

Trip length is measured to determine the average trip length riders are on the bus during their trip as the rides are shared with other rider's pick up and drop offs. This is considered acceptable when ride time is not longer than twice the time it would take to make the ride on a fixed route bus. The average trip time on comparable fixed routes is 15 minutes.

Average Trip Length Per Client = 18.56 Minutes, 6.7 Miles

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

NONE

FY 14-15 Number of Complaints

	Total	Scheduling Issues	Driver Performance	CSR/Dispatch	Miscellaneous*	Percent VS Ridership
July	0	0	0	0	0	0.00%
August	0	0	0	0	0	0.00%
Sept	0	0	0	0	0	0.00%
Oct	1	1	0	0	0	0.41%
Nov	0	0	0	0	0	0.00%
Dec	0	0	0	0	0	0.00%
January						
Feb						
March						
April						
May						
June						
Total	1	1	0	0	0	0.07%

Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Demand – A passenger collapsed on the bus after being pick up at dialysis. Dispatch contacted 911 and EMTs were sent in route. The passenger had no one to meet him at home but was later able to contact his landlord who would be present. The driver was contacted by EMTs directly and met the bus at the passenger's residence to attend.

FY 14-15 Number of Customer Incidents

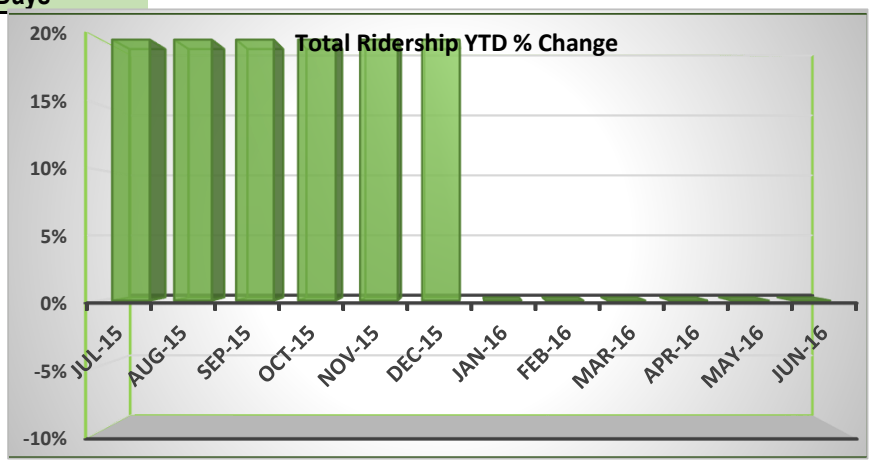
	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	2	0	0	0	2	0.67%
Aug	1	0	0	0	1	0.40%
Sept	1	0	0	1	0	0.36%
Oct	1	0	0	1	0	0.41%
Nov	1	0	0	1	0	0.46%
Dec	0	0	0	0	1	0.40%
Jan	0					
Feb	0					
March	0					
April	0					
May	0					
June	0					
Total	6	0	0	3	4	

NCRTD Monthly Ridership Summary

December 1, 2015 thru December 31, 2015

Calendar Operating Days

	This Year
Jul-15	22
Aug-15	21
Sep-15	21
Oct-15	22
Nov-15	18
Dec-15	21
Jan-16	
Feb-16	
Mar-16	
Apr-16	
May-16	
Jun-16	



Monthly System Totals

	This Year	Last Year	%Change
NCRTD Operated	23,033	14,933	**54.24%**
NCRTD Funded	18,551	20,576	**-9.84%**
All Systems Funded Total	41,584	35,509	**17.11%**

Year to Date Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	129,984	98,546	31,438	**31.90%**
NCRTD Funded	145,744	162,166	-16,422	**-10.13%**
All Systems Funded Total	275,728	260,712	15,016	**5.76%**

System Daily Averages

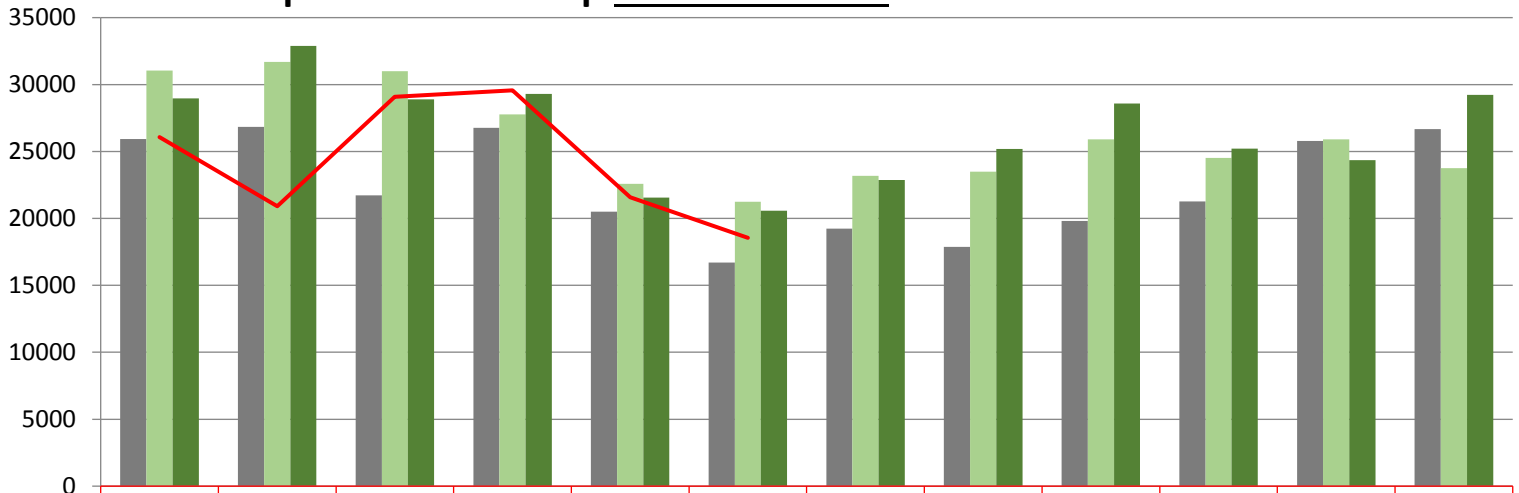
	This Year	Last Year	% Change
NCRTD Operated	1097	711	**54.29%**
NCRTD Funded	883	980	**-9.90%**
Systems Total	1980	1691	**17.09%**

Total Ridership YTD % Change

July-15	-0.83%
August-15	-8.27%
September-15	-1.48%
October-15	1.71%
November-15	3.97%
December-15	5.76%
January-16	0.00%
February-16	0.00%
March-16	0.00%
April-16	0.00%
May-16	0.00%
June-16	0.00%

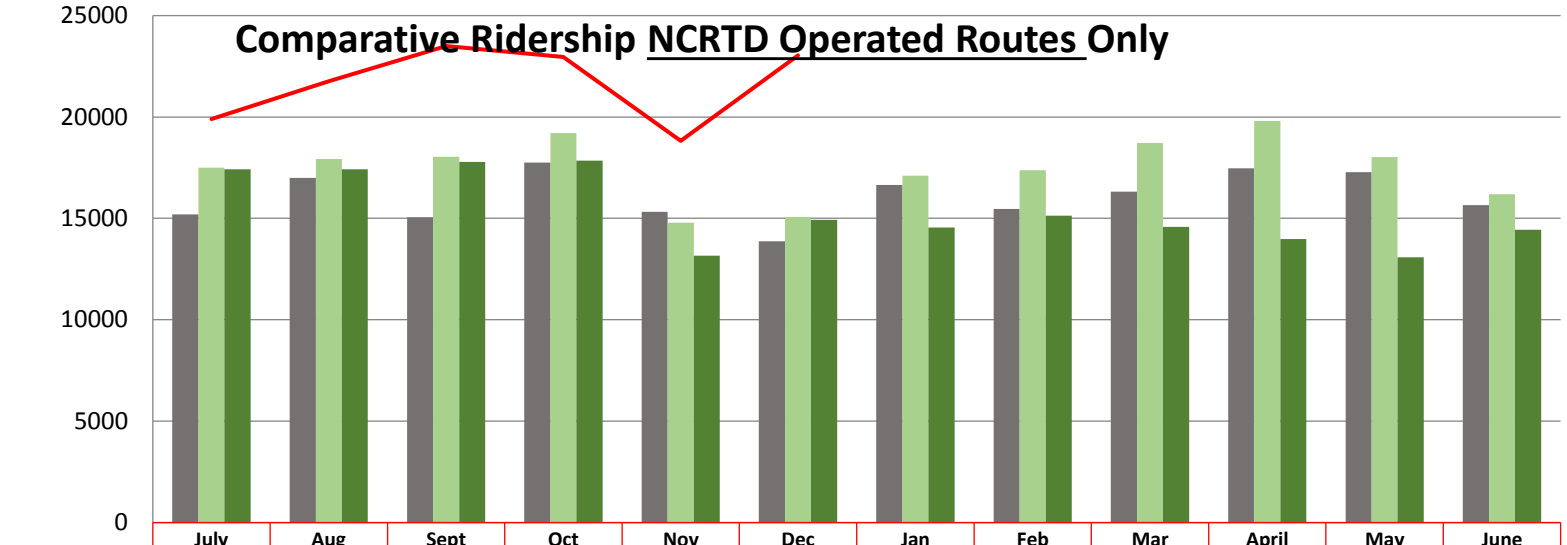
Dec-2015
Ridership Report

Comparative Ridership NCRTD Funded Routes



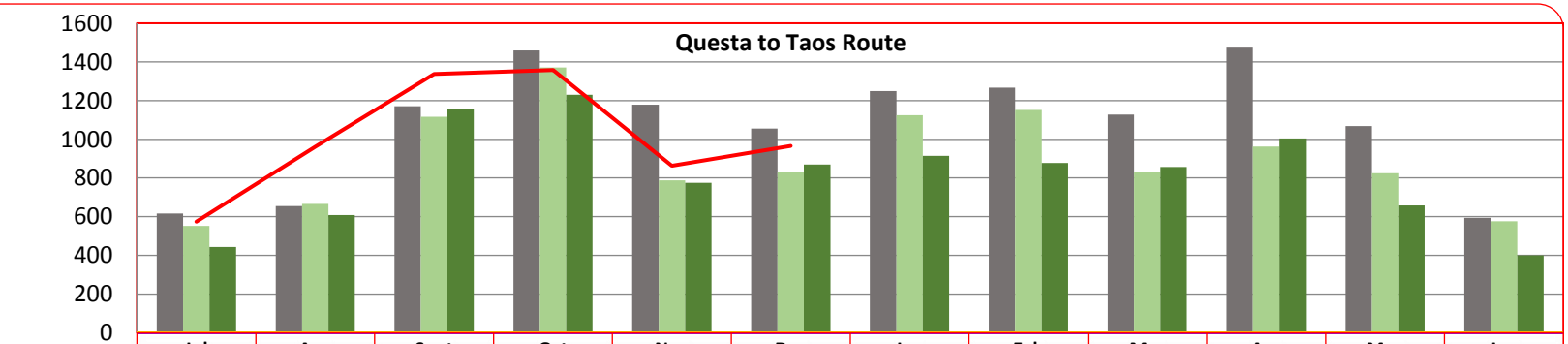
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	25935	26841	21732	26777	20508	16704	19235	17881	19820	21259	25775	26679
FY13-14	31,048	31,690	31,001	27,771	22,577	21,251	23,169	23,491	25,908	24,531	25,909	23,747
FY14-15	28,959	32,876	28,899	29,309	21,547	20,576	22,877	25,186	28,586	25,212	24,360	29,229
FY15-16	26,067	20,914	29,077	29,566	21,569	18,551						

FY12-13= 269,146 / FY13-14= 312,093 / FY14-15= 317,616 / FY15/16= 145,744



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	15200	16995	15052	17760	15317	13872	16642	15471	16315	17465	17285	15653
FY13-14	17,504	17,934	18,033	19,205	14,792	15,069	17,102	17,380	18,719	19,804	18,021	16,187
FY14-15	17,415	17,419	17,781	17,843	13,155	14,933	14,545	15,134	14,578	13,983	13,087	14,447
FY15-16	19,899	21,768	23,498	22,962	18,824	23,033						

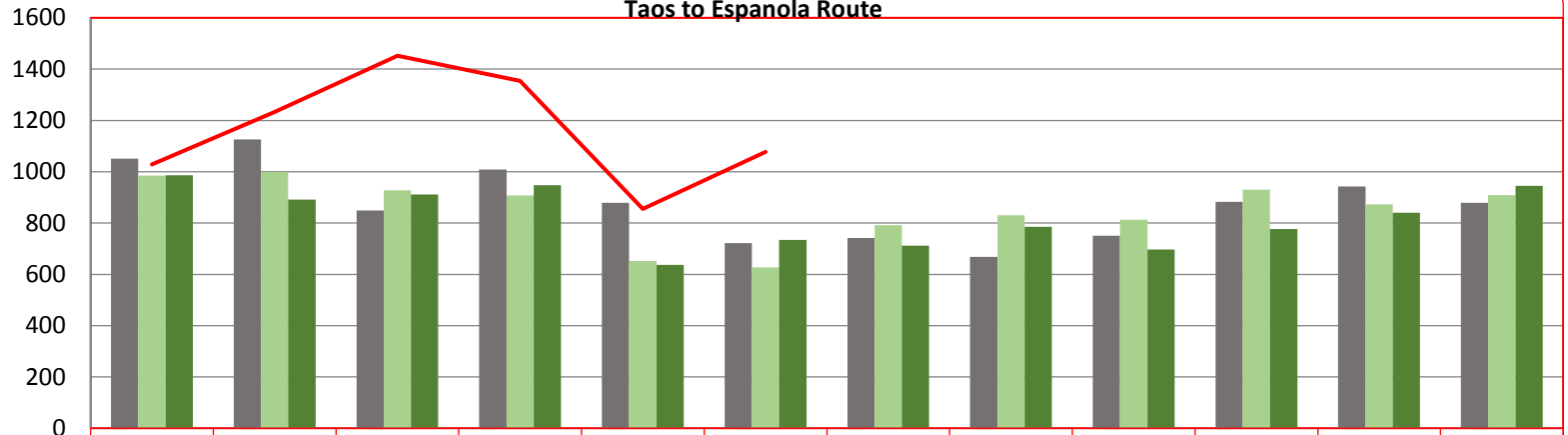
FY12-13= 193,027 / FY13-14= 209,750 / FY14/15= 184,320 / FY15/16= 129,984



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY12/13	616	654	1170	1459	1179	1056	1250	1267	1127	1474	1068	593
FY13/14	552	665	1116	1371	787	833	1125	1151	830	962	824	576
FY14/15	443	608	1158	1230	775	870	915	878	856	1004	657	400
FY15-16	574	960	1338	1358	863	965						

FY12-13= 12,913 / FY13-14= 10,792 / FY14/15= 9,794 / FY15/16= 6,058

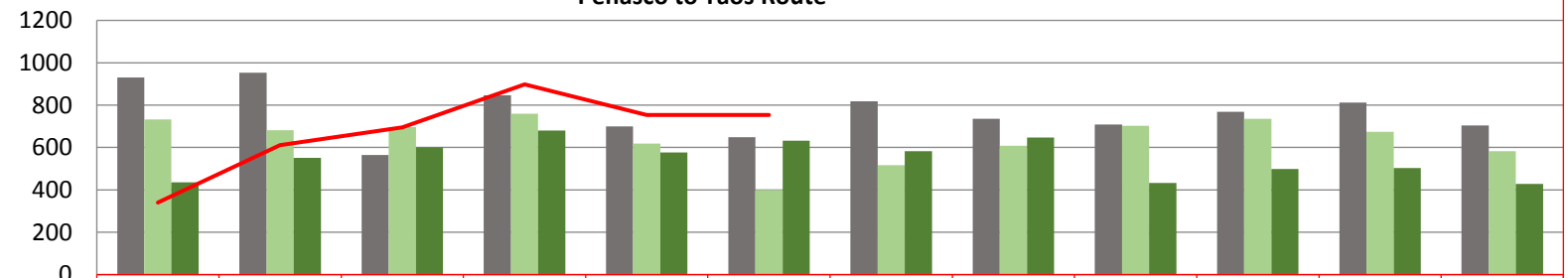
Taos to Espanola Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	1051	1126	849	1009	879	722	742	668	750	883	942	879
FY-13/14	985	998	928	907	652	627	792	830	813	930	872	909
FY14-15	986	891	911	948	637	734	712	785	697	776	840	945
FY15-16	1028	1233	1452	1354	855	1077						

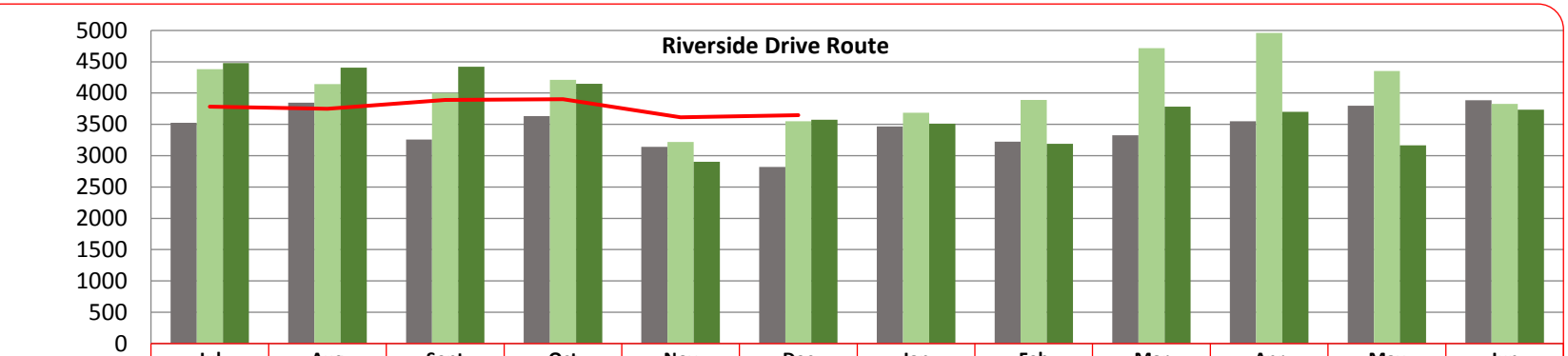
FY12-13= 10,500 / FY13-14= 10,243 / FY14/15= 9,862 / FY15/16= 6,999

Penasco to Taos Route



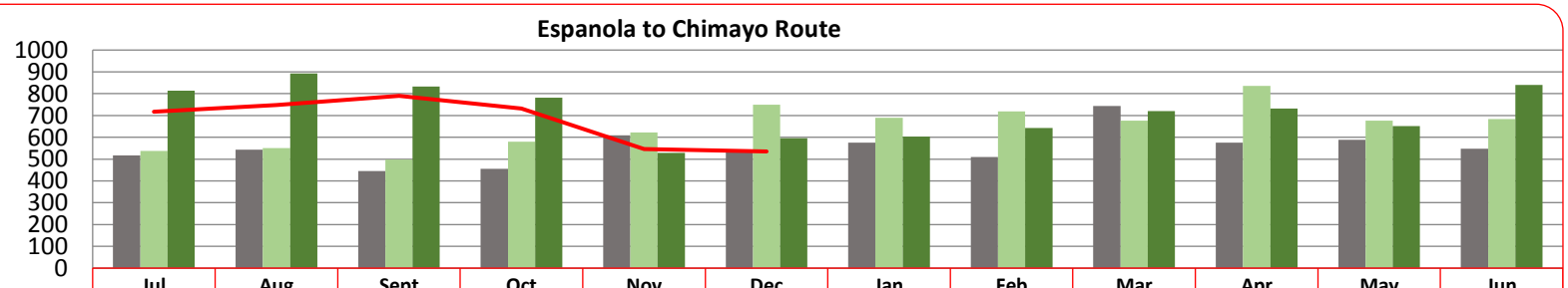
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	930	953	565	847	700	648	818	735	708	769	812	704
FY-13/14	733	681	697	759	618	400	516	608	702	736	674	583
FY14-15	436	551	600	680	576	632	583	647	432	499	503	428
FY15-16	340	611	695	898	754	754						

FY12-13= 9,189 / FY13-14= 7,707 / FY14/15= 6,567 / FY15/16= 4,052



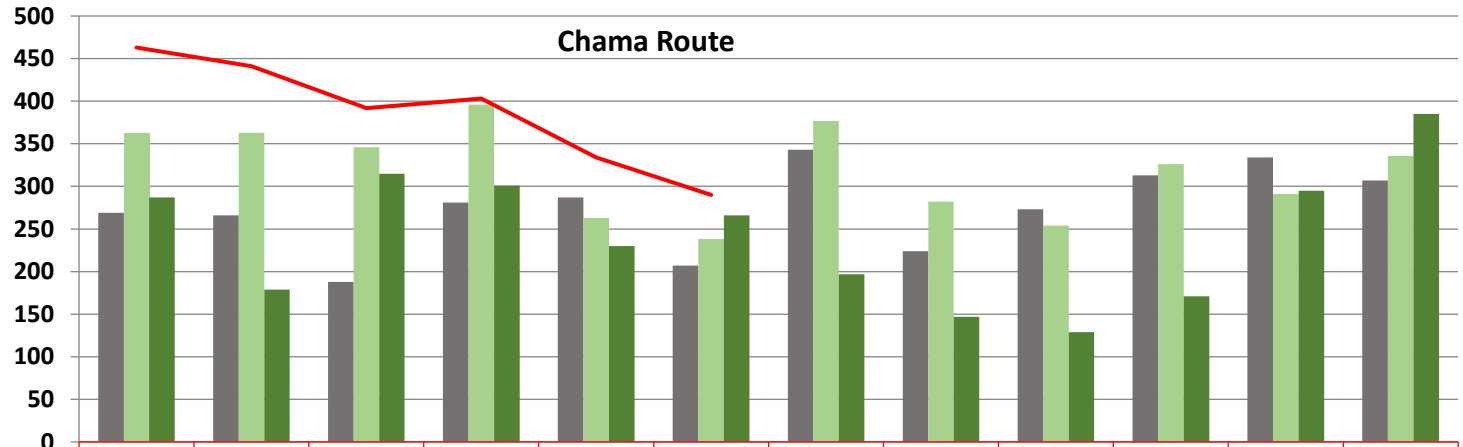
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	3526	3848	3257	3631	3139	2820	3468	3224	3324	3550	3799	3884
FY-13/14	4382	4145	4001	4213	3220	3548	3687	3890	4716	4962	4354	3825
FY14-15	4479	4405	4422	4146	2902	3572	3509	3190	3783	3700	3164	3735
FY15-16	3785	3748	3891	3902	3613	3649						

FY12-13= 41,470 / FY13-14= 48,943 / FY14/15= 45,007 / FY15/16= 22,588



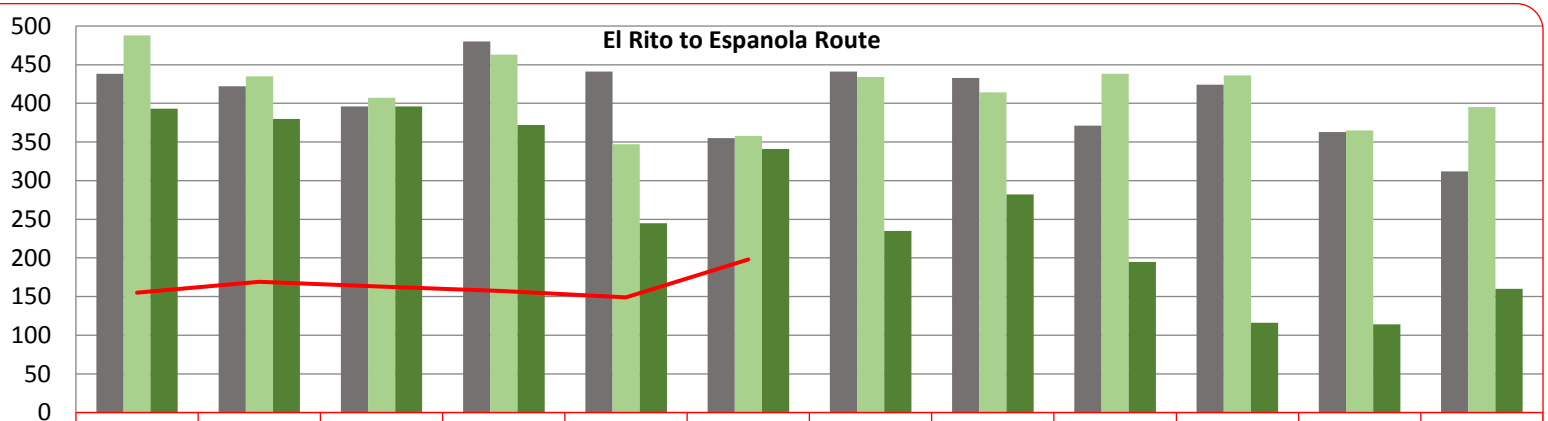
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	517	543	445	455	609	534	576	510	743	576	589	548
FY-13/14	538	550	498	580	622	750	690	718	677	835	676	684
FY14-15	814	892	833	782	528	596	603	642	720	732	651	840
FY15-16	717	748	790	732	546	535						

FY12-13= 6,645 / FY13-14= 7,818 / FY14/15= 8,633 / FY15/16= 4,068



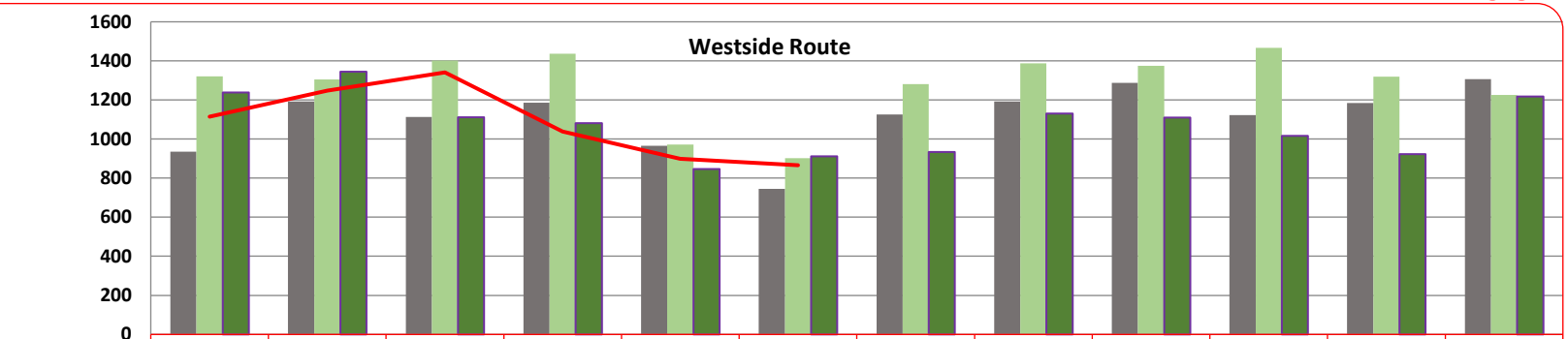
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	269	266	188	281	287	207	343	224	273	313	334	307
FY-13/14	362	363	346	396	263	238	377	282	254	326	291	336
FY-14/15	287	179	315	301	230	266	197	147	129	171	295	385
FY-15/16	463	441	392	403	334	290						

FY12-13= 3,292 / FY13-14= 3,834 / FY14/15= 2,902 / FY15/16= 2,323



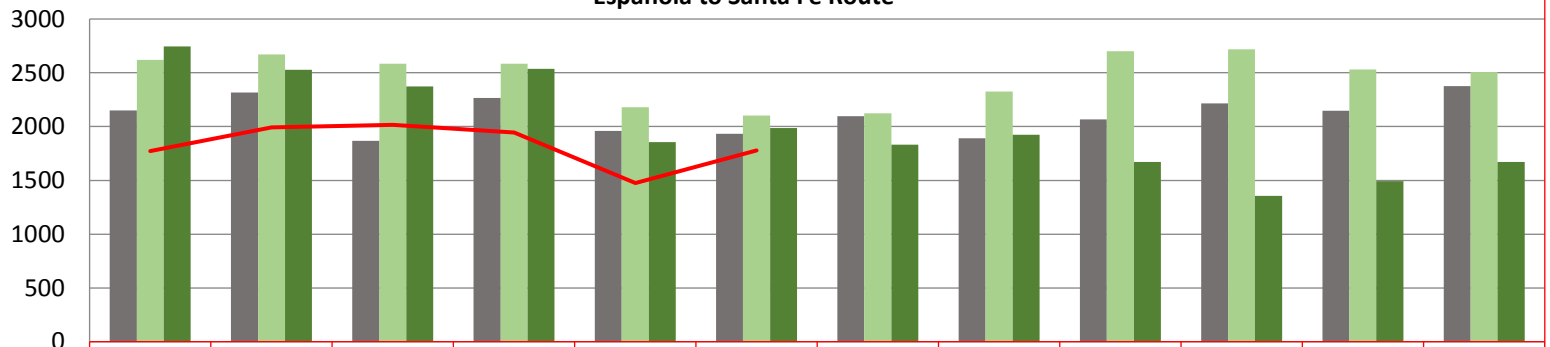
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	438	422	396	480	441	355	441	433	371	424	363	312
FY-13/14	488	435	407	463	347	358	434	414	438	436	365	395
FY14/15	393	380	396	372	245	341	235	282	195	116	114	160
FY15-16	155	169	163	157	149	198						

FY12-13= 4,876 / FY13-14= 4,980 / FY14/15= 3,229 / FY15/16= 991



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	936	1193	1113	1186	966	745	1125	1193	1288	1123	1184	1307
FY-13/14	1321	1305	1402	1437	972	902	1281	1388	1374	1467	1319	1225
FY14/15	1239	1345	1111	1082	846	912	933	1130	1110	1016	923	1217
FY15-16	1114	1248	1341	1038	899	866						

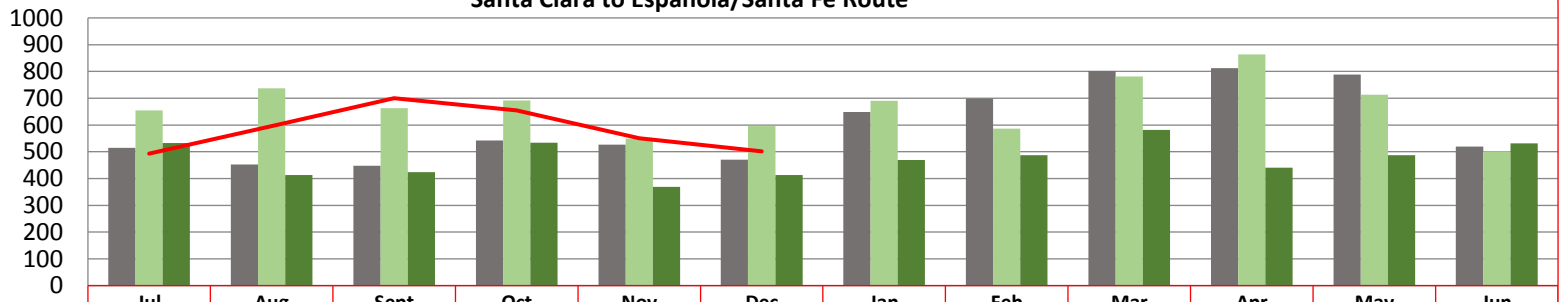
FY12-13= 13,359 / FY13-14= 15,393 / FY14-15= 12,864 / FY15-16= 6,506



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 12/13	2151	2316	1867	2265	1960	1934	2096	1890	2067	2217	2146	2377
FY 13/14	2620	2671	2583	2583	2179	2102	2123	2325	2700	2718	2531	2508
FY14/15	2744	2529	2374	2536	1855	1987	1831	1925	1670	1357	1494	1670
FY15-16	1771	1993	2016	1945	1475	1777						

FY12-13= 25,286 / FY13-14= 29,643 / FY14-15= 23,972 / FY15-16= 10,977

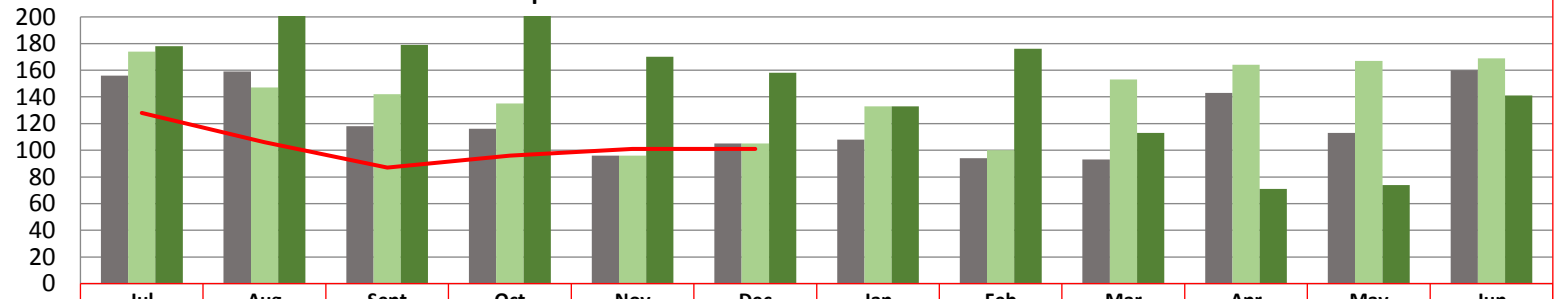
Santa Clara to Espanola/Santa Fe Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	515	452	448	542	527	470	649	699	802	812	789	520
FY-13/14	655	737	663	691	549	596	690	586	781	864	713	502
FY14/15	532	413	424	534	369	413	469	487	581	440	487	531
FY15-16	493	596	700	655	550	502						

FY12-13 =7,225 /FY13-14= 8,027 / FY14-15= 5,680 / FY15-16= 3,496

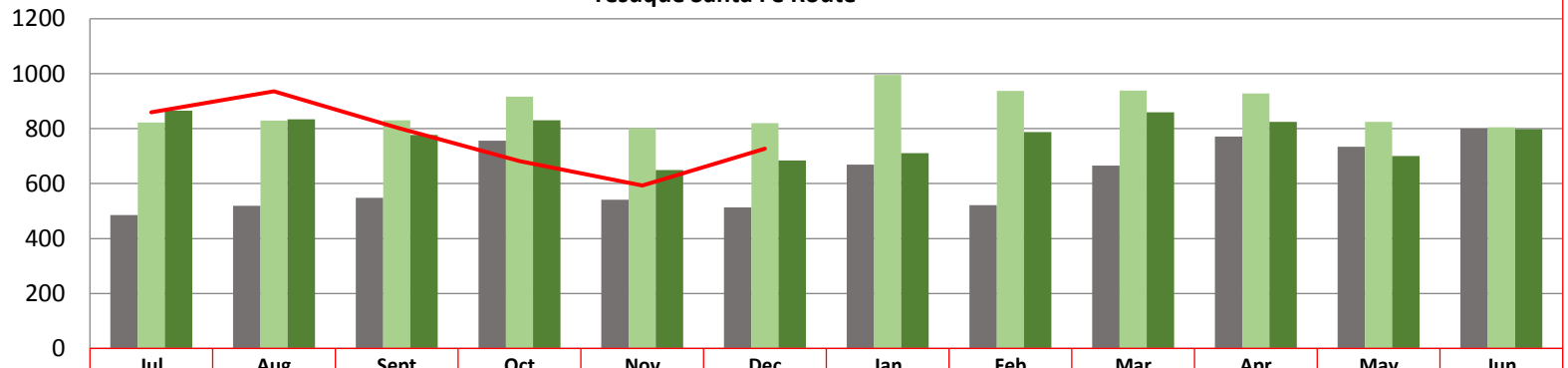
Espanola to Los Alamos Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	156	159	118	116	96	105	108	94	93	143	113	160
FY-13/14	174	147	142	135	96	105	133	100	153	164	167	169
FY-14/15	178	217	179	210	170	158	133	176	113	71	74	141
FY-15/16	128	106	87	96	101	101						

FY12-13 = 1,461 / FY13-14= 1,685 / FY14-15= 1,820 / FY15-16= 619

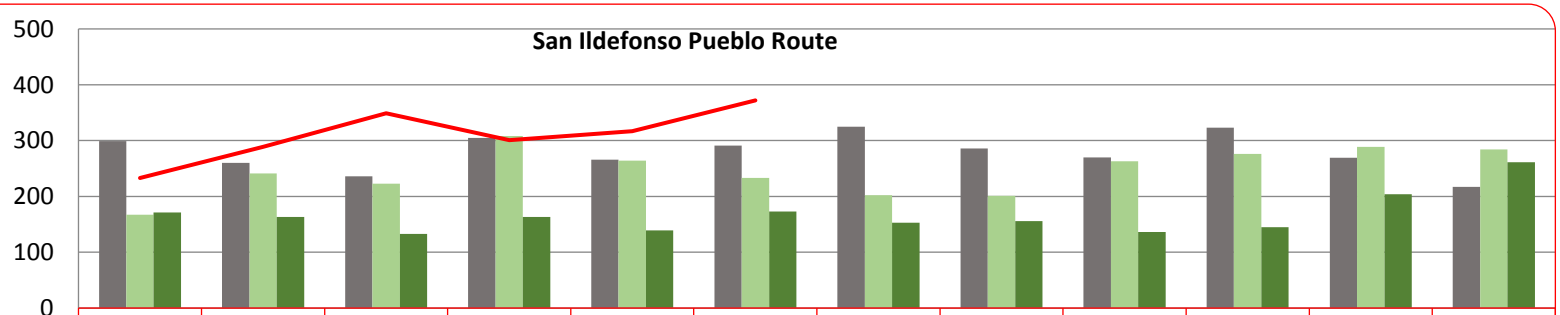
Tesuque Santa Fe Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	485	519	548	756	541	513	669	522	666	771	734	800
FY-13/14	822	829	831	916	802	820	995	937	938	928	825	805
FY14/15	865	834	777	831	649	684	711	788	860	825	700	798
FY15-16	859	936	804	682	593	727						

FY12-13 = 7,524 / FY13-14= 10,448 / FY14-15= 9,322 FY15-16= 4,601

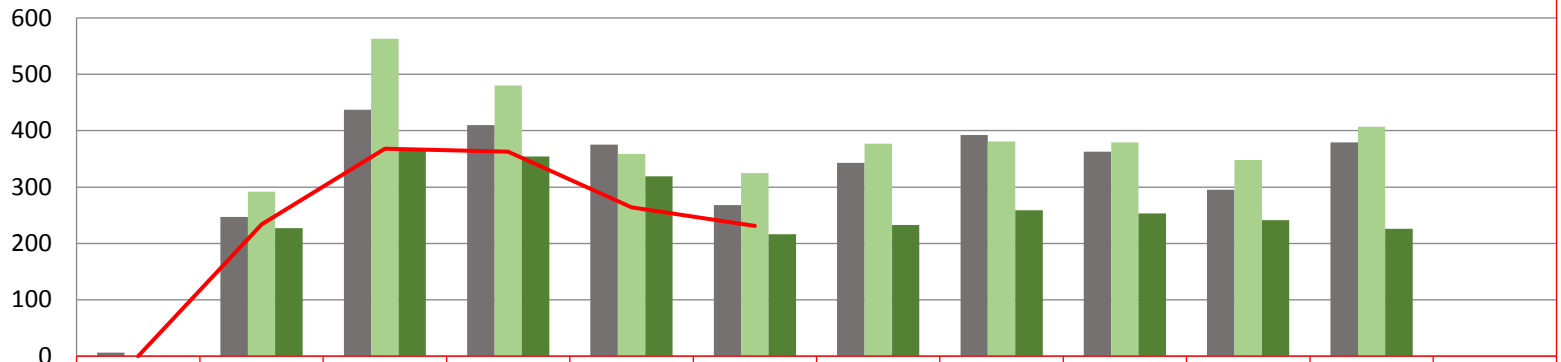
San Ildefonso Pueblo Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	299	260	236	305	266	291	325	286	270	323	269	217
FY-13/14	167	241	223	308	264	233	202	201	263	276	289	284
FY14/15	171	163	133	163	139	173	153	156	136	145	204	261
FY15-16	233	289	349	301	317	372						

FY12-13= 3,347/ FY13-14= 2,951 / FY14-15= 1,997 / FY15-16= 1,861

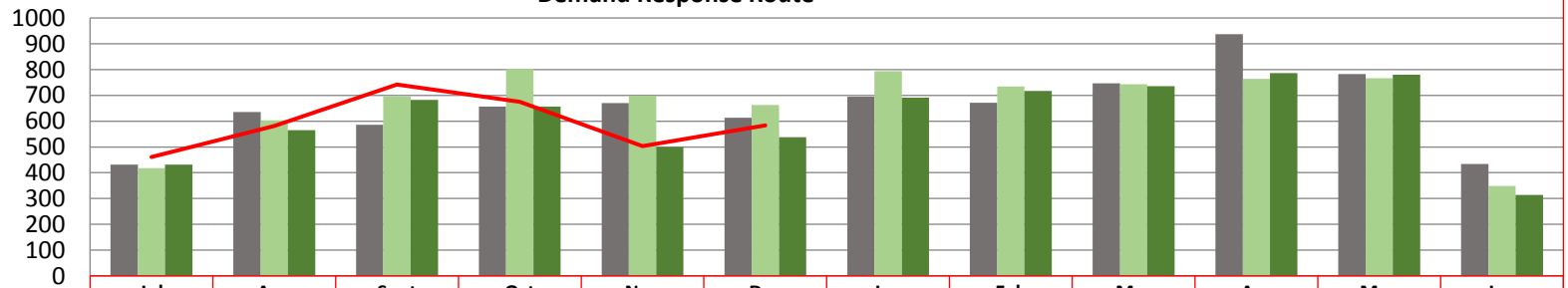
Demand Response Pojoaque Students



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	6	247	437	410	375	268	343	392	363	295	379	0
FY-13/14	0	292	563	480	359	325	377	381	379	348	407	0
FY14/15	0	227	367	354	319	216	233	259	253	241	226	0
FY15-16	0	234	368	363	264	231						

FY12-13= 3,515 / FY13-14 = 3,911 / FY14-15= 2,695 / FY15-16= 1,460

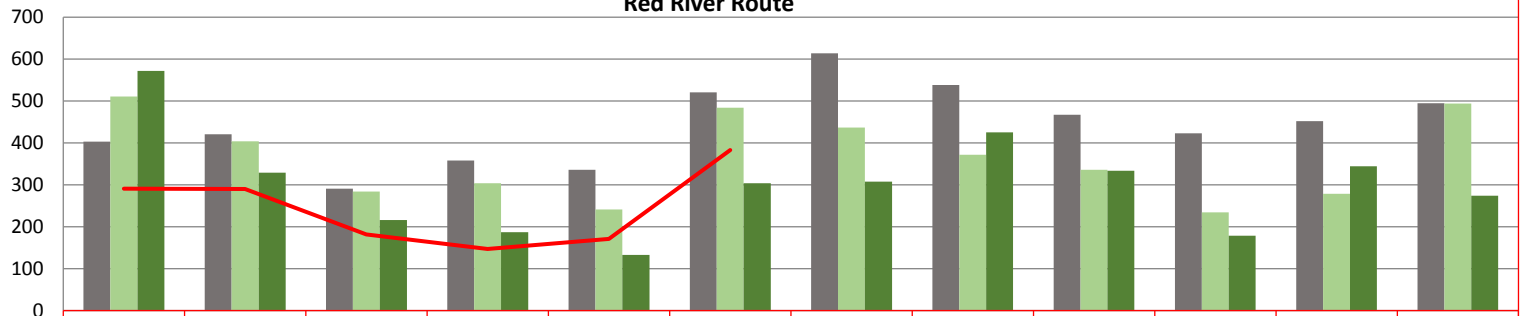
Demand Response Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	432	636	586	656	670	613	695	671	747	937	782	434
FY-13/14	418	603	696	802	699	663	794	734	743	764	766	348
FY14/15	431	565	683	656	500	538	691	717	736	786	780	314
FY15-16	461	581	742	675	503	583						

FY12-13= 7,859 / FY13-14= 8,030 / FY14-15= 7,397 / FY15-16= 3,545

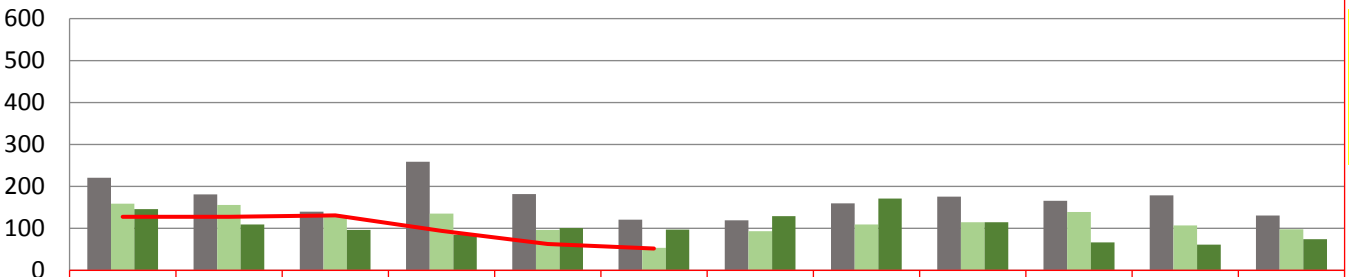
Red River Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	403	421	291	358	336	521	614	538	467	423	452	495
FY-13/14	511	404	284	304	241	484	437	372	336	234	279	494
FY14/15	572	329	216	187	133	304	308	425	334	179	344	274
FY15-16	291	290	182	147	171	383						

FY12-13= 5,319 / FY13-14= 4,380 / FY14-15= 3,605 / FY15-16= 1,464

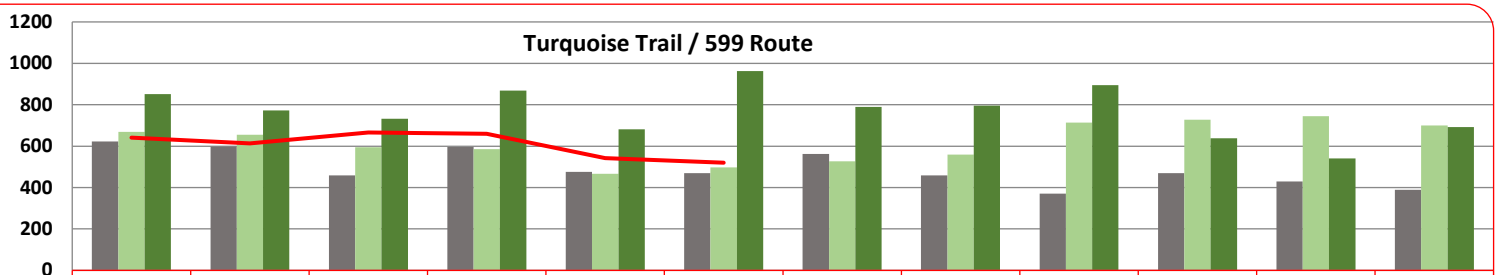
Pojoaque/Nambe Dial-A-Ride Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	221	181	140	259	182	121	119	160	176	166	179	131
FY-13/14	159	156	128	135	96	54	93	109	115	139	107	98
FY14/15	146	109	96	85	101	97	129	171	115	67	61	74
FY15-16	128	128	131	94	63	52						

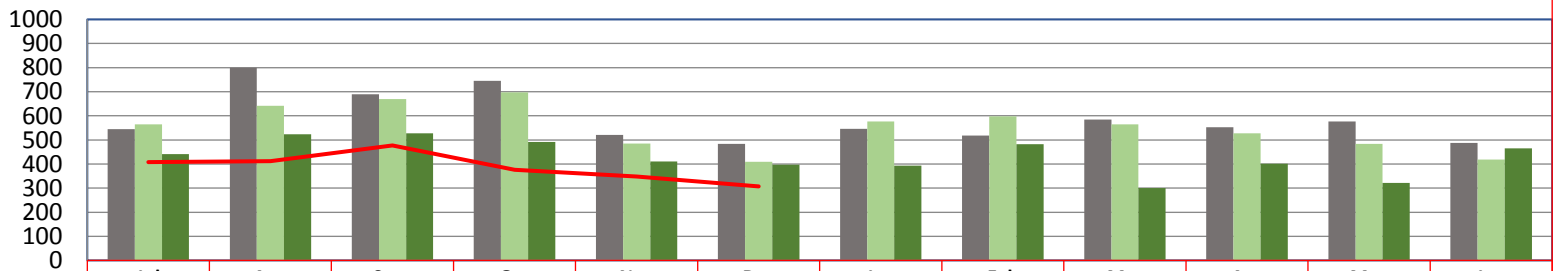
FY12-13= 2,035 / FY13-14= 1,389 / FY 14-15= 1,251 / FY15-16= 596

Pojoaque Route has been changed to Pojoaque Dial A Ride effective 03/16/2015.



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	623	598	458	596	475	470	563	458	371	469	429	389
FY-13/14	669	655	594	585	467	498	526	559	713	727	745	700
FY14/15	852	773	733	869	682	962	789	795	894	638	541	692
FY15-16	641	613	666	660	542	520						

FY12-13= 5,899 / FY13-14= 7,438 / FY14-15= 9,220 / FY15-16= 3,642



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	544	799	689	745	521	484	546	518	584	552	576	487
FY-13/14	564	642	670	697	485	409	576	598	565	528	484	418
FY14/15	441	524	527	492	410	397	393	482	300	401	322	465
FY15-16	408	412	477	376	348	307						

FY12-13= 7,045 / FY13-14= 6,636 / FY14-15= 5,154 / FY15-16= 2,328

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	699	743	608	663	563	479	572	481	586	640	804	730
FY-13/14	933	894	733	783	648	720	794	693	779	817	888	930
FY14/15	897	912	794	750	606	691	738	777	814	631	560	652
FY15-16	619	588	582	610	496	533						

FY12-13= 7,568 / FY13-14= 9,612 / FY14-15= 8,822 / FY15-16= 3,428

Tres Piedras - Services began on March 18, 2015

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY14-15	0	0	0	0	0	0	0	0	47	84	55	50
FY15-16	75	27	39	46	31	48						

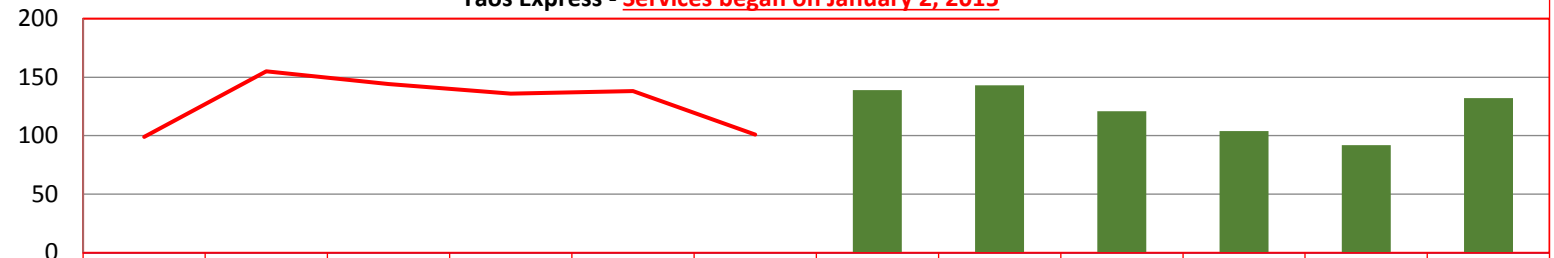
FY14/15= 236 FY15/16= 266

UNM Klauer Route - Services resumed on August 17, 2015

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	211	457	475	583	401	373	388	343	316	395	328	234
FY-13/14	270	316	378	422	284	194	259	331	292	408	235	190
FY-14/15	238	334	461	391	295	189	0	0	0	0	0	0
FY 15/16	0	146	229	161	112	62						

FY12-13= 4,504 / FY13-14= 3,579 / FY14/15= 1,908 FY15/16= 710

Taos Express - Services began on January 2, 2015



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY14/15	0	0	0	0	0	0	139	143	121	104	92	132
FY15-16	99	155	144	136	138	101						

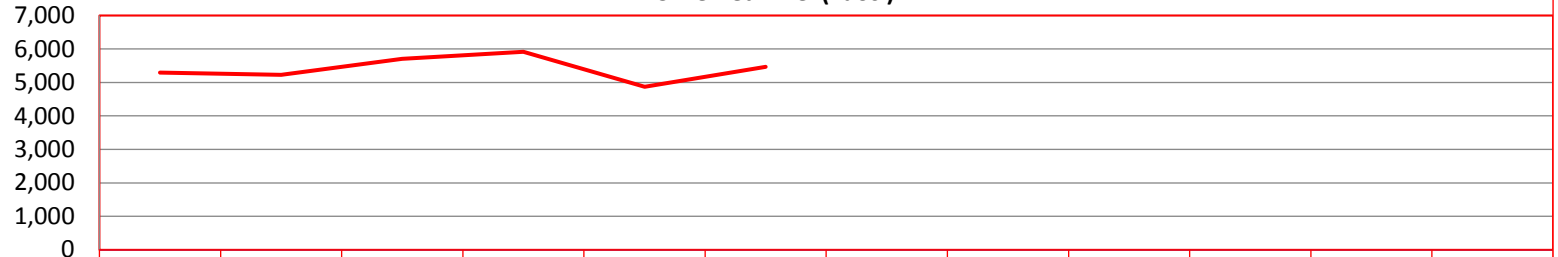
FY14/15= 731 FY15/16= 773

Special Events

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY14-15	0	0	0	0	0	0	0	0	0	0	0	105
FY15-16												

FY14/15= 105 FY15/16=

Chile Red Line (Taos)



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY15-16	5,297	5,231	5,706	5,916	4,871	5,471						

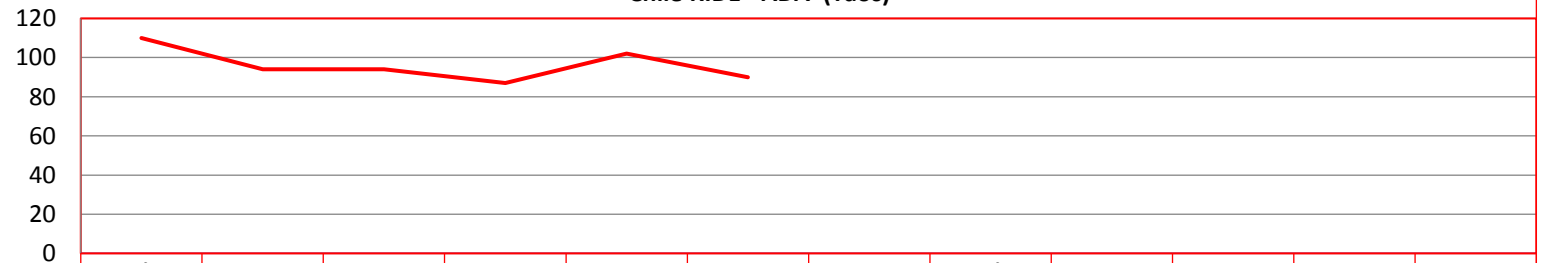
FY15/16= 32,492

Deadhead

	July	August	September	October	November	December	January	February	March	April	May	June
FY15/16	94	175	97	103	22	128						

FY15/16= 619

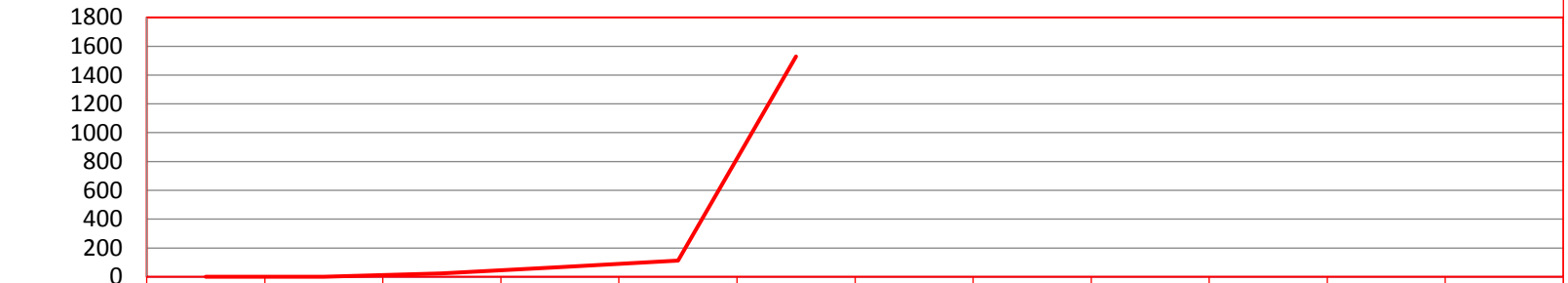
Chile RIDE - ADA (Taos)



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY15/16	110	94	94	87	102	90						

FY15/16= 577

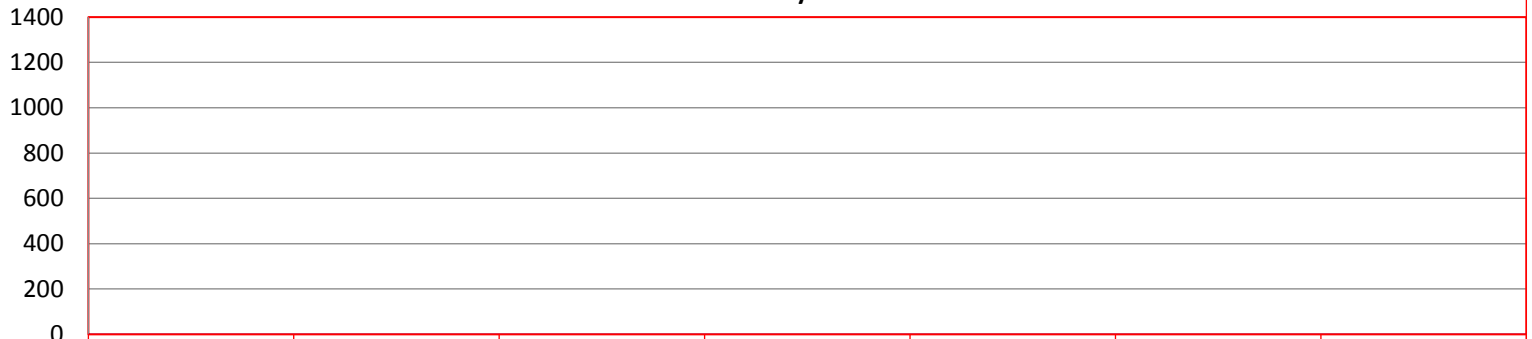
Mountain Trial



	July	August	September	October	November	December	January	February	March	April	May	June
FY15/16	0	0	23	67	112	1529						

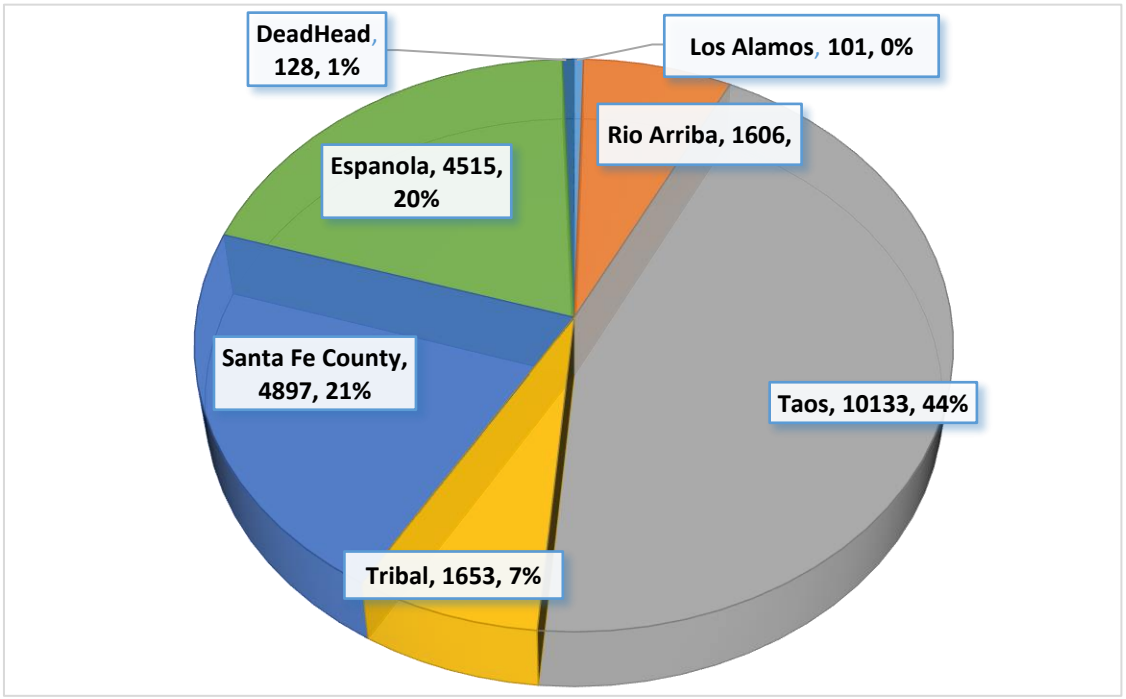
FY15/16= 1,731

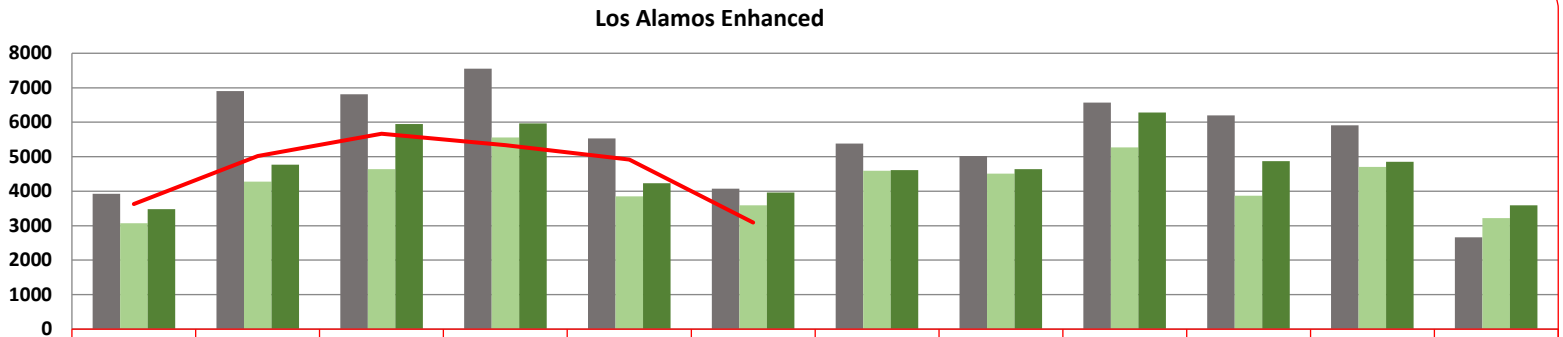
Taos Ski Valley



	December	January	February	March	April	May	June
FY15/16	1182						

FY15/16= 1,182



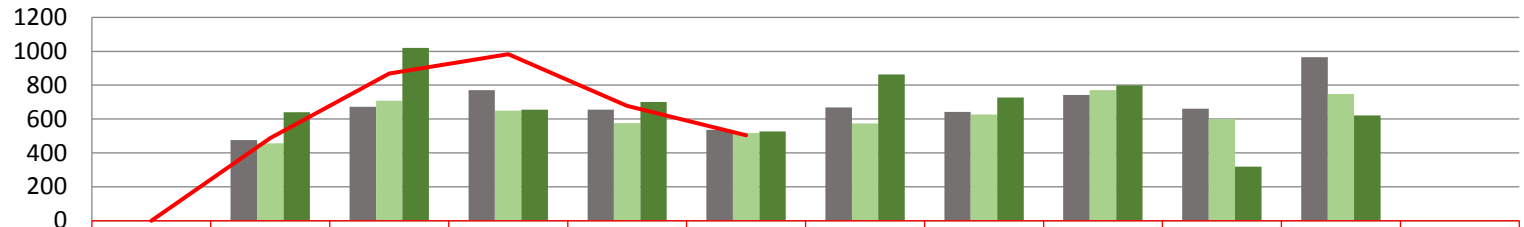


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	3920	6907	6809	7549	5529	4072	5381	5021	6572	6196	5908	2659
FY-13/14	3075	4278	4637	5556	3851	3588	4592	4508	5273	3869	4705	3216
FY14/15	3481	4772	5945	5965	4231	3965	4614	4635	6284	4868	4852	3592
FY15-16	3629	5016	5666	5335	4919	3091						

FY12-13= 66,523 / FY13-14= 51,148 / FY14-15= 57,204 / FY15-16= 27,656

Los Alamos Route 11 formerly route 10

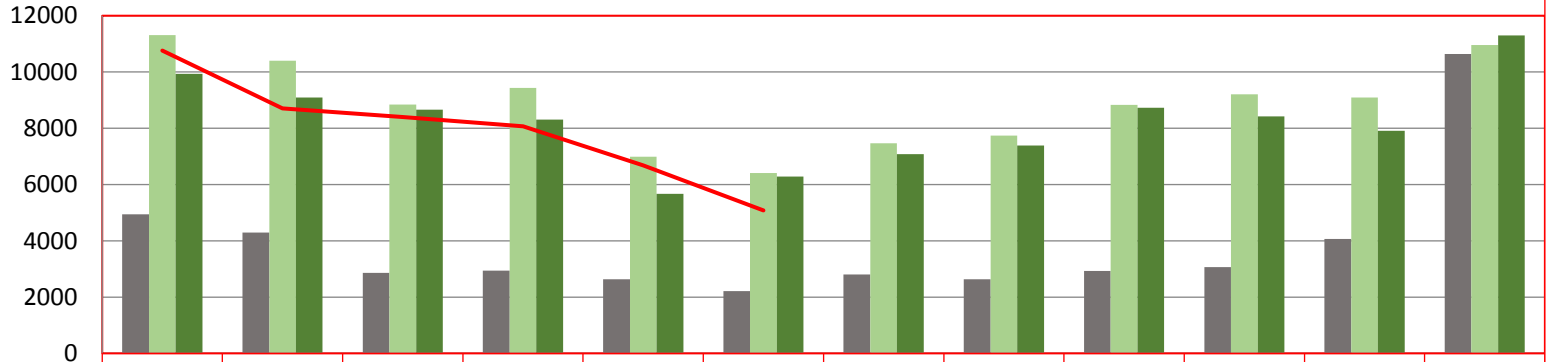
June-Route 10 didn't run due to fire



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	0	477	672	771	655	536	669	642	742	662	966	0
FY-13/14	0	458	709	649	576	517	575	627	770	601	748	0
FY14/15	0	641	1019	655	701	527	864	727	799	319	621	0
FY15-16	0	487	868	983	679	505						

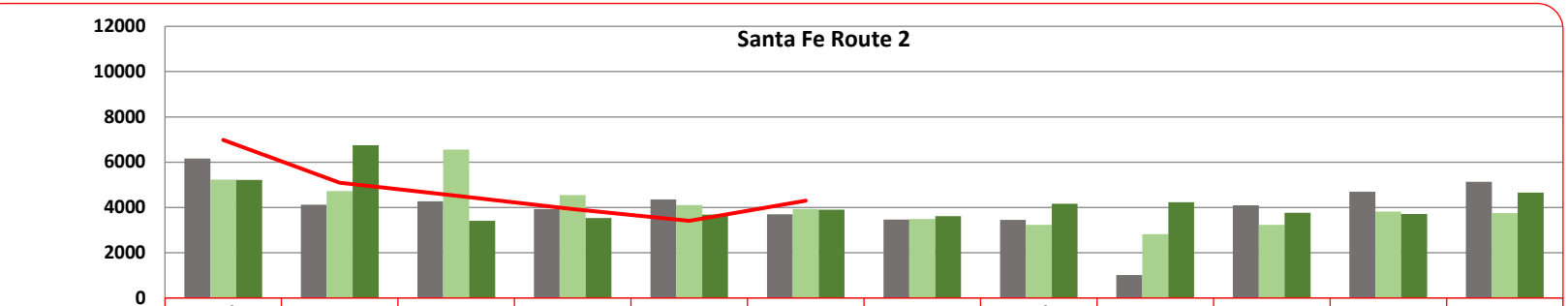
FY12-13= 6,792 / FY 13-14= 6,230 / FY14-15 = 6,873 / FY15-16= 3,522

Los Alamos Route 2



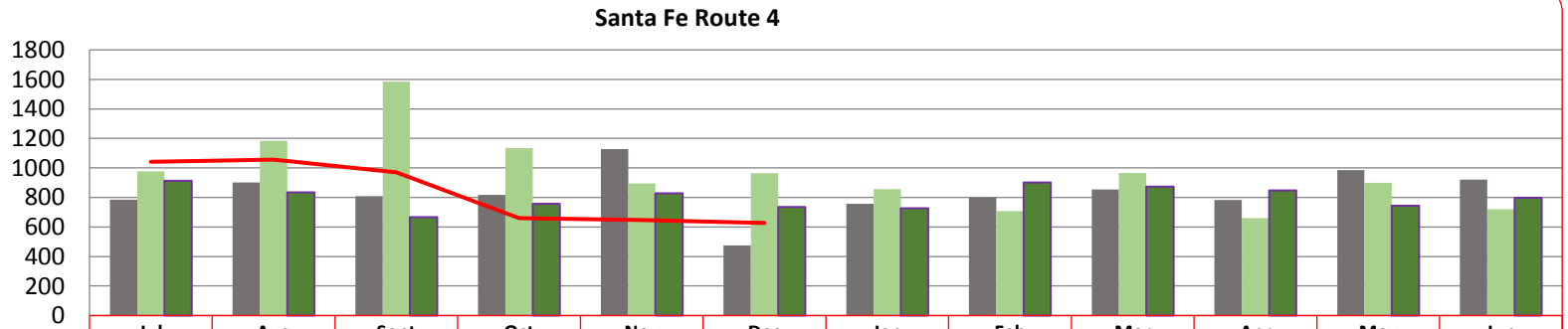
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	4936	4294	2859	2937	2628	2217	2808	2630	2924	3068	4068	10639
FY-13/14	11310	10405	8837	9433	6994	6408	7464	7736	8834	9206	9092	10952
FY14/15	9937	9092	8663	8308	5673	6280	7083	7387	8733	8418	7908	11297
FY15-16	10760	8705	8395	8069	6685	5080						

FY12-13= 46,008 / FY13-14= 106,671 / FY14-15= 98,779 / FY15-16= 47,694



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	6160	4116	4276	3929	4348	3700	3457	3447	1016	4094	4700	5139
FY-13/14	5224	4716	6556	4539	4099	3934	3483	3229	2824	3224	3822	3743
FY-14/15	5218	6743	3404	3534	3685	3902	3615	4163	4224	3760	3711	4647
FY - 15/16	6982	5089	4519	3928	3406	4299						

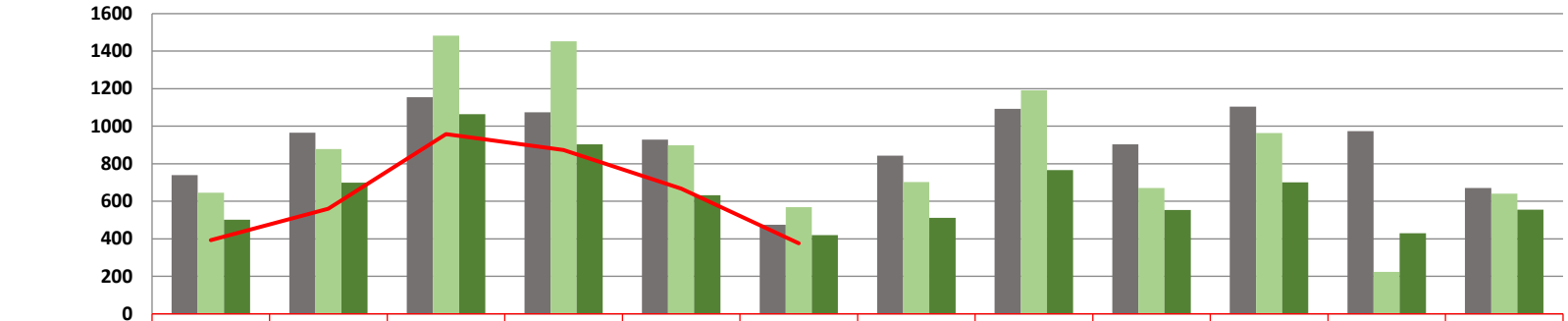
FY12-13= 48,382 / FY13-14= 49,393 / FY14-15= 50,606 / FY15-16= 28,223



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	785	902	808	818	1128	475	757	801	854	782	985	920
FY-13/14	976	1183	1585	1135	894	963	855	707	967	659	899	720
FY14/15	913	835	667	756	829	736	726	902	873	848	743	798
FY15-16	1041	1056	970	659	648	627						

FY12-13= 10,015 / FY13-14= 11,543 / FY14-15= 9,626 / FY15-16= 5,001

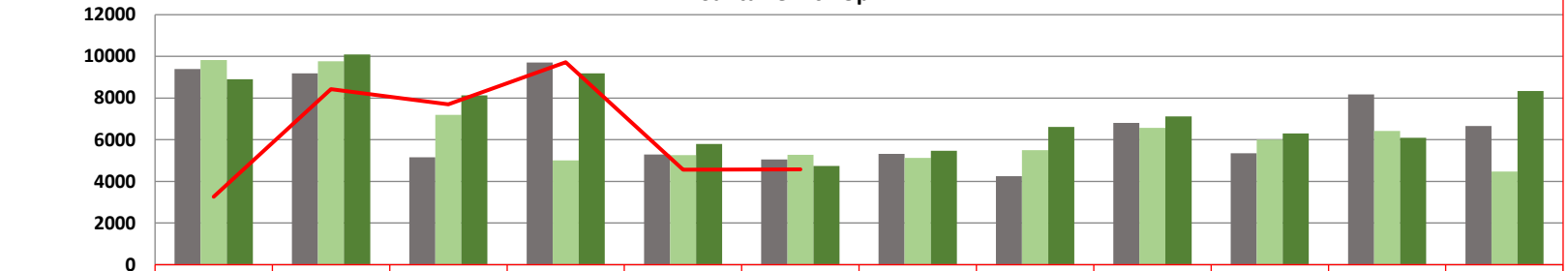
Santa Fe Route 22



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	739	965	1155	1074	928	475	844	1092	904	1105	973	671
FY-13/14	645	879	1483	1453	899	568	703	1191	670	963	223	641
FY14/15	502	699	1065	904	633	420	511	766	553	701	429	556
FY15-16	392	561	958	874	667	376						

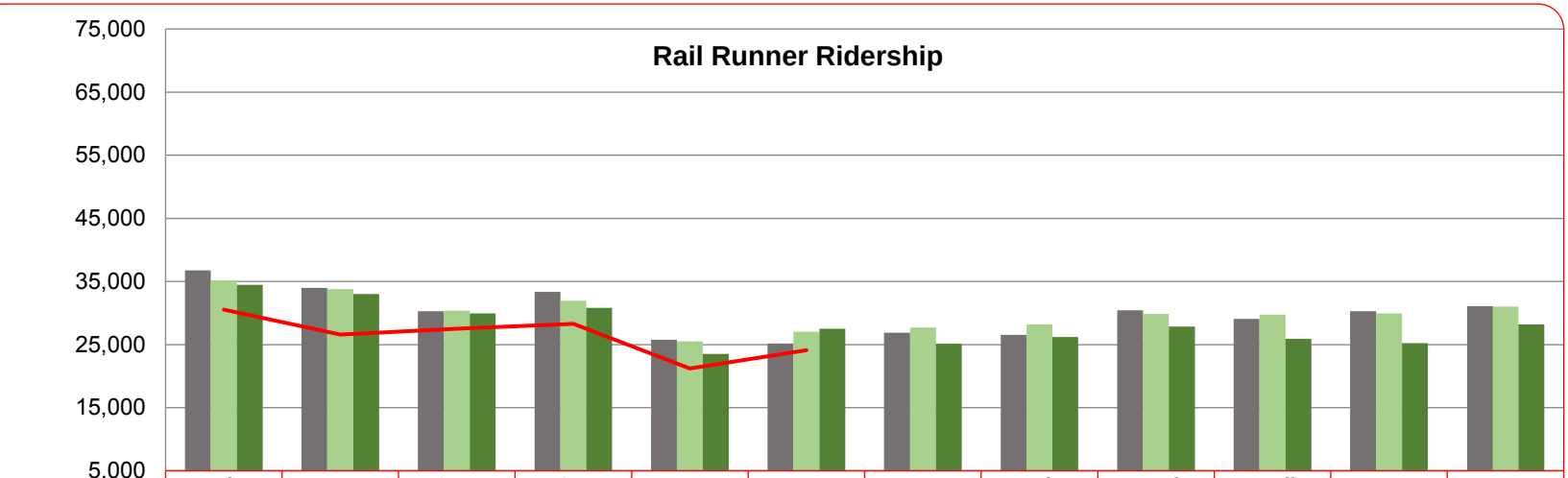
FY12-13= 10,925 / FY13-14= 10,318 / FY14-15= 7,739 / FY15-16= 3,828

Santa Fe Pick Up



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY- 12/13	9395	9180	5153	9699	5292	5046	5319	4248	6808	5352	8175	6651
FY- 13/14	9818	9771	7194	5006	5264	5273	5120	5493	6570	6009	6420	4475
FY- 14/15	8908	10094	8136	9187	5795	4746	5464	6606	7120	6298	6097	8339
FY-15/16	3263	8431	7701	9718	4565	4573						

FY12-13= 80,318 / FY13-14= 76,413 / FY14-15= 86,790 / FY15-16= 38,251



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY-12/13	36,767	33,994	30,270	33,336	25,750	25,194	26,887	26,541	30,434	29,068	30,278	31,021
FY- 13/14	35,176	33,786	30,401	31,949	25,522	27,034	27,692	28,176	29,859	29,724	29,930	31,020
FY- 14/15	34,454	33,020	29,923	30,811	23,537	27,502	25,101	26,186	27,842	25,908	25,200	28,196
FY-15/16	30,534	26,572	27,494	28,305	21,210	24,093						

FY12-13= 309,115 / FY13-14= 360,269 / FY14-15= 337,680 / FY15-16= 158,208